

# **4 FAH-1 H-520 FUNCTION CODES, TITLES AND DEFINITIONS**

*(TL:FMH-19; 06-04-2001)*

## **4 FAH-1 H-521 1000 EXECUTIVE DIRECTION AND POLICY FORMULATION**

*(TL:FMH-15; 10-01-1999)*

The Secretary is assisted in the formulation of policy and direction of the Department's activities by appropriate staff officers, specialized offices, and functional and regional bureaus of the Department. Public affairs, Congressional affairs, and inspection, audit, and investigation activities are included.

### **1100 EXECUTIVE DIRECTION**

Exercising broad supervision and coordination over the development and management of foreign policy and the conduct of foreign relations.

### **1200 COUNTRY/REGIONAL DIRECTION**

Exercising broad supervision and coordination over the activities of regional and functional bureaus and the activities of missions abroad.

### **1300 PUBLIC AFFAIRS**

a. This program provides for informing the U.S. public on international policies, and also for keeping the Department informed on U.S. attitudes on foreign policy.

b. The function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Department's Public Affairs programs and management or budget resource issues. Funds available and financial plans may be shown at the resource code and major functional levels. Obligations, expenditures, and costs are accounted for at the lowest function, activity, and object code levels for each major category. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.



c. Management or budget resource issues for Public Affairs (PA) follows. This classification includes SALT II (Strategic Arms Limitations Talks) START (Strategic Arms Reduction Talks), Settlement in the Middle East, China, Namibia and Zimbabwe, International Economic Policy, Human Rights, U.S.-Mexico Relations, Latin America, etc., as required by PA. These codes replace the activity codes previously published in 4 FAM Appendix A. New codes will be assigned as requested by PA.

## **1310 Opinion Analysis And Plans (Opinion Analysis)**

Covers all aspects of public opinion polling, research, reporting, comment, and analysis.

## **1320 Public Programs**

Planning, organizing, and providing administrative and other support for the following activities, which the Department sponsors or in which Department officials participate.

### **1321 Speakers**

### **1322 Conferences**

### **1323 Seminars/Briefings**

## **1330 Public Communication**

Preparation, editing, production and distribution of publications and other media, preparing replies to written and oral inquiries from the public and, providing information services on matters concerning foreign policy, foreign relations, and Department operations.

### **1331 Publications**

### **1332 Public Correspondence (Public Correspondence)**

### **1333 Information Services**

## **1340 Press Relations**

Covers all aspects of relations with U.S. and foreign news media, preparation of press guidance, press conferences and briefings, interviews, preparing written and/or oral responses to press queries, and providing facilitative services for the Press.



## **1350 Historical Research**

Preparation, writing, editing, and publishing services for the following activities.

### **1351 Foreign Relations of the U.S. (Foreign Relations US)**

### **1352 Historical Services**

### **1353 Declassification**

### **1360 Public Diplomacy Locally Engaged Staff (LES)**

Personnel compensation, benefit and severance costs for foreign service national, personal service contract, and locally hired on a parttime or temporary basis U.S. employees.

### **1365 Public Diplomacy Program Direction**

Staff travel, ADP and related telecom expenses, research, LES awards and medical costs, Official Residence Expenses, program vehicle costs, and other program support costs.

### **1366 Public Diplomacy Training**

Covers training costs for LES and direct hire U.S. citizens.

## **1370 Public Diplomacy Programs**

Post expenses to support cultural and information programs at Information Resource Centers, libraries and local venues; all BNC (Binational Center) activity; presentations; exhibit and exchanges programs and program support.

### **1372 Public Diplomacy Book Programs**

Post costs for book translation, publication, distribution, promotion, and other book program expenses.

### **1373 Public Diplomacy English Teaching Programs**

### **1375 Public Diplomacy WORLDNET Programs**

Covers costs for WORLDNET direct showings, WORLDNET Interactives, and WORLDNET equipment and other support.



## **1376 Public Diplomacy Audio/Visual Programs**

Television, radio and video tape program production, distribution, and placement. Support of IBB activities.

## **1377 Public Diplomacy Washington File & Other Information Placement**

Covers all information distribution costs which include Washington file reception, maintenance, and distribution; and photo production and placement.

## **1378 Public Diplomacy Pamphlet & Leaflet Programs**

Expenses for local production and distribution of post and domestic PD publications and pamphlets.

## **1380 Public Diplomacy Recycling Programs**

Recycling proceeds from the programs supporting library, English teaching, book, student advising, and Arabic book activities.

## **1400 CONGRESSIONAL RELATIONS (CONGRESS/RELATIONS)**

### **1410 Congressional Liaison (Congress/Liaison)**

General liaison and daily informal and semi-formal contact with the Congress and its staff. Emphasis is on general liaison, discussion, and contact as distinct from the more formal and tightly focused dealings described in 1420 through 1440.

### **1420 Legislation And Testimony (Legislation/Testimony)**

Preparation of legislation and testimony; appearances and testimony; legislative research (tracking bills, developing positions on legislation and proposed legislation); comment on legislation; responding to Members and staff queries on legislative matters.

### **1430 Inquiries And Correspondence (Inquiry/Correspondence)**

Responding to inquiries on requests for information, whether written or oral, from Congress and its staff on other than legislative matters. Covers general briefings as well as requests for information and assistance. Also covers controlling and responding to constituent mail.



## **1440 Congressional Travel**

All matters related to Congressional travel: briefings and consultations in Washington, D.C. and abroad; travel arrangements; and other administrative support and backup. Covers staff as well as Member's travel. Exception: Congressional travel to international conferences or as part of White House visits or Presidential delegations is covered under international conferences or Protocol or official visits, as appropriate.

## **1500 INSPECTIONS AND AUDITS (INSPECTIONS/AUDITS)**

### **1510 Inspections And Audits Abroad (Inspect/Aud Abroad)**

Evaluating the effectiveness and efficiency of the management of operations abroad of the Department, including inspections of diplomatic and consular establishments, and financial audits. Evaluating specialized posts or units abroad (e.g., U.S. Missions to International Organizations, Regional Administrative Management Centers, etc.). Special examinations or audits of particular problem cases are included.

### **1520 Domestic And Functional Inspections And Audits (Domestic Inspect/Aud)**

Evaluating the effectiveness and efficiency of domestic operations of the Department, including regular inspections of bureaus or units within the Department. Special evaluations of functional areas or operations that cut across organizational lines and special examinations and audits of particular operations and problem areas.

### **1530 Management And Support Of Inspections And Audits (Mgt/Support/Reports)**

Planning, scheduling, back-stopping, and guiding activities of Inspection and Audit teams. Typing, editing, publishing, and distributing reports of the Office of the Inspector General. Reviewing, analyzing, and following up on compliance with the recommendations in the reports of the Office of Inspector General.

## **1600 POLICY PLANNING AND COORDINATION (POLICY PLANNING/COOR)**

Preparing and securing agreement on relatively broad structured proposals for future action in Foreign Policy and the conduct of Foreign Relations. The development of positions, courses of action and negotiating



strategies on specific issues or operational matters should be covered by the applicable functional descriptors under the 2000, 3000, or 4000 series.

## **1700 ADMINISTRATIVE MANAGEMENT (ADMINISTRATIVE MGT)**

### **1710 Administrative Management Program Direction (Admin Mgt Prog/Dir)**

Exercising broad supervision, and coordination over the development, implementation, operation, and evaluation of management and administrative programs. Emphasis is on very broad supervision and coordination at high levels. It covers the work of principal management and administrative officers in Washington, D.C. (including deputy assistant secretaries, executive directors, and M/MO staff). It also includes the work of executive and special assistants, advisers, staff aides, secretariat personnel, secretaries, and other staff personnel who support program direction officers and program direction activity, and who do not otherwise carry line (substantive) assignments of their own. With a few exceptions—notably in major missions abroad—this descriptor should not normally include the work of unit chiefs at the office director or counselor of embassy or embassy section chief level or below. Work of these personnel should be counted under the descriptors applicable to the unit's work.

### **1720 Administrative Management Planning (Admin Mgt Planning)**

Preparing and securing agreement on relatively broad structured proposals for future action in management and administrative policy, programs, and operations. Includes survey and assessment of existing policies, programs, and operations; evaluation of issues or factors bearing on present and future policies; and forecasting. Emphasis is on broad approaches, studies, and proposals, as distinct from relatively regularized or routine evaluation and planning of ongoing programs and/or activities.

### **1730 Administrative Management Operations (Admin Mgt Operations)**

Covers work in administrative or management operations which spans a broad and very general spectrum of activities and/or which cannot be classified under Program Direction, Planning, or one of the more specific categories of administrative activity in the 6000 series. It is intended to cover work such as that of the M/MO staff or executive or staff aides in the administrative area who have generalized line or operational (i.e., substantive) assignments which cannot be categorized elsewhere.



## **1800 FINANCIAL MANAGEMENT**

Covers management of the financial affairs of the Department of State; conduct, control, and direction of the establishment of financial management policy, design, and development of effective financial management systems, budgeting and financial planning, and financial operations. This includes essentially the responsibilities of the Comptroller.

### **1810 Budget Policy, Planning, Development, And Presentation (Budget And Planning)**

Covers planning, development, presentation, justification, and execution of the budget; management of allocation of resources, negotiation of reimbursement agreements with U.S. Government agencies which receive administrative support from the Department of State, and programs to evaluate and assure efficient and effective utilization of the resources of the Department.

### **1820 Financial Management, Policy; Systems Design, Development, And Documentation (Financial Mgt System)**

Covers design, development, documentation, and implementation of accounting and financial systems policy, the Financial Management System (FMS), and related resource management systems; coordination and approval of all official financial systems, policies, and requirements; responsible for system of internal controls, and financial planning, analysis, and evaluation.

### **1830 Management Of Financial Operations (Mgt Financial Oper's)**

Covers management of accounting and financial operations for the Department, and the development and recommendations of improved accounting policy, procedures, and systems.

### **1840 International Financial Operations (IFO)**

Plans, implements, manages, and coordinates international financial operations abroad. Manages for both domestic and abroad, the disbursing aspects of international financial operations involving the appointment, monitoring, reporting, and related activities of the Department's disbursing officers, cashiers, subcashiers, certifying officers, and banking institutions abroad.



## **1900 OTHER FUNCTIONS, NOT OTHERWISE CLASSIFIED (OTHER FUNCTIONS-NOC)**

Covers activities and expenses of other functions in the 1000 series, not otherwise classified.

### **1910 Fine Arts Activities**

### **1920 Computer Security**

### **1930 Investigations—NOC**

Covers special investigations, studies, and reviews, as directed and funded, and not included under functions 1500 and 1940.

### **1940 Policy And Program Review (Policy/Prog Review)**

#### **1941 Overseas Policy And Program Review (Overseas POL/PROG)**

Reviews and evaluations of policy and programs are conducted each year at about a third of all missions abroad. Purposes are to promote effective formulation and implementation of U.S. foreign policy, ensure that U.S. interests are effectively and accurately represented abroad, encourage effective and efficient utilization of U.S. Government (USG) resources for carrying out Department programs, review the effectiveness of the Department's management-by-objectives program at each mission, test selectively the adequacy of a mission's internal management control system, and provide management counselling to the leadership of the post.

#### **1942 Special Policy And Program Projects (POL/PROG Projects)**

Performance of a number of special projects each year, which review and evaluate issues of activities of systemic importance to the Department of State and Foreign Service. Such special management reviews and evaluations include examinations of:

- (1) Housing, official residence and representation expenditures abroad;
- (2) The administration of the Foreign Service grievance system;
- (3) Progress achieved by the Department in its management-by-objectives program at posts abroad;
- (4) The department's program for orientation of newly appointed chiefs of mission; and



(5) The role of the country desk officer.

### **1943      Management And Support Of Policy And Program Reviews (Mgt/Support/Reports)**

Covers planning, scheduling, backstopping, and guiding activities of policy and program review teams. Typing, editing, publishing, and distributing reports of the office of policy and program review. Reviewing, analyzing, and following up on compliance with the recommendations in the reports of the office of policy and program review.

### **1990      Other Costs**



## **4 FAH-1 H-522 2000 DIPLOMATIC RELATIONS WITH FOREIGN COUNTRIES (DIPLOMATIC RELATIONS)**

*(TL:FMH-19; 06-04-2001)*

Conduct of diplomatic relations with foreign countries includes representation of the United States and its citizens abroad, primarily for political and economic negotiations and for reporting and analysis. (A, B, C—for the ambassador and staff, deputy chief of mission, and assistant secretary, regional bureau)

### **2100 POLITICAL AFFAIRS**

Covers functional elements and activities and related expenses of reporting, comment, and analysis of internal political and social affairs of other countries; policy making and operations of host government, political parties, organized labor, religion, media and press, and youth and education; reporting, comment and analysis of other governments' attitudes and policies toward the United States and third countries; reporting, comment and analysis of other governments' attitudes and policies toward international organizations, regional commissions, and regional groups.

Exception: work on special political or social functions (international labor, Law of the Sea, human rights, refugees, narcotics, and terrorism), science and technology are covered by other applicable functional descriptors.

#### **2101 Ambassadors-at-Large**

#### **2102 Under Secretaries**

#### **2103 International Issue Policy Planning (Issue Policy Plans)**

#### **2110 Special Offices**

##### **2111 Domestic Special**

##### **2112 Overseas (A, B—For DCM And/Or Political Officer)**

##### **2121 Security Policy**

##### **2122 Munitions Control**



- 2123 Security Assistance And Sales (Security Asst/Sales)**
- 2124 Defense Exchange**
- 2125 Communications And Information Handling (Com/Info Handling)**
- 2126 Production**
- 2127 Program Direction**
- 2128 Non-Proliferation**
- 2129 Arms Control**
- 2130 Protocol Activities**

a. Covers overseeing the conduct of official ceremonial functions or public events, both in the U.S. and abroad, and in which the President, Vice President, Secretary and/or other cabinet members, or a principal officer of a mission abroad participate.

b. Covers coordinating protocol matters for Presidential and Vice Presidential trips abroad; visits of foreign chiefs of state or heads of government to the U.S.; and Presidential delegations or missions sent abroad. Covers coordinating protocol matters for in-country travel abroad by chiefs of mission or other senior U.S. officials. Includes Congressional travel when members of Congress or Congressional staff participate in White House visits or Presidential delegations or missions.

c. Covers accreditation of foreign diplomatic and consular representatives and employees of international organizations in the United States. Covers granting diplomatic privileges and immunities to same. Covers providing assistance and resolving problems affecting the diplomatic community in the United States.

d. Covers performance of corresponding functions by missions abroad for U.S. Government personnel abroad.

- 2131 Ceremonies**
- 2132 Visits**
- 2133 Diplomatic And Consular Liaison (Dip/Consular/Liaison)**
- 2134 Blair House**



**2135 Embassy Services And Accreditation  
(Services/Accredit)**

**2140 Legal Affairs**

Provides legal advice to the Secretary, the Deputy Secretary, and other top level officers of the Department on all problems (domestic and international) arising in the course of the Department's activities; formulation and carrying out of U.S. foreign policy; and in international negotiations.

**2141 Legal Information And Support (LA/Info/Support)**

Provides legal information, support, and work, whether or not performed by attorneys, other than rendering legal advice and counsel. Includes legal publications, and does not cover law library activities.

**2142 Legal Regional Advice (LA Regional Advice)**

Provides written and oral legal opinion, advice, guidance, interpretation and counsel on international and geographic foreign policy issues and on the conduct of foreign relations. Covers all aspects of International legal work except drafting or commenting on proposed legislation, or preparing, revising, or commenting on testimony (covered under 1420).

**2143 Legal Functional Advice (LA Functional Advice)**

Providing written and oral legal opinion, advice, guidance, interpretation, and counsel on matters which focus or impact primarily on functional and internal issues in the Department and the Foreign Service. Covers personnel and administrative matters, tort claims, suits or court cases involving citizenship claims and other aspects of consular law, and other functional areas. Intended to cover all aspects of functional and domestic legal work except:

- (1) Drafting or commenting on proposed legislation, and preparing, revising, or commenting on testimony (covered under 1420);
- (2) In-house adjudication or advisory assistance on consular cases; and
- (3) Drafting interpretive guidance to the field on consular law and consular regulations (covered under 4000—CA).



## **2150 Representation Allowances (A—as applicable at Posts)**

Covers the following Representation activities and expenses.

**2151 Promotion Of U.S. National Interests (US National Interest)**

**2152 Protection Of U.S. Citizens' Interests (US Citizens Interest)**

**2153 Promotion Of Economic Activities (Economic Activities)**

**2154 Commemorative And Ceremonial Requirements (Commemorative/Ceremy)**

**2155 Miscellaneous Programs (ESCAPEE, MAAG, OSP, AID, Etc. (Misc. Programs))**

**2156 Trade Promotion**

**2157 Public Diplomacy Representation**

## **2200 ECONOMIC AND BUSINESS AFFAIRS (ECONOMIC/BUSINESS)**

Functional elements and activities with related expenses are included for formulation and implementation of policy regarding foreign economic matters, trade promotions, and business services of an International nature; negotiation of agreements; guidance and representation with respect to U.S. and other public international lending institutions; and in coordination with regional bureaus, information concerning the U.S. Government's multilateral economic and commercial policies, policy deliberations, legislative developments, and diplomatic exchanges. (A—for Economic Officer)

**2210 International Energy And Resources Policy (Energy/Resource/Pol)**

**2220 International Trade Controls (Trade Controls)**

**2230 International Transportation Affairs (Transport Affairs)**



- 2240 International Finance And Development (Finance/Development)**
- 2250 International Trade And Commercial Affairs (Trade/Commercial) (A)**
- 2251 Commercial Program**
- 2252 East-West Trade Program (East-West Trade)**
- 2260 Special Activities/Support (Activities/Support)**
- 2261 Economic Negotiation**
- 2262 Planning and Economic Analysis (Economic Analysis)**
- 2263 Consumer Affairs**
- 2264 Legislation and Public Affairs (Legislation/PA)**
- 2265 Communication and Information Handling (Com/Info Handling) (Activities of Message Center)**
- 2266 EB Support Expenses**
- 2267 Special Computer Project (Computer Project)**
- 2270 Buying Power Maintenance (Buying Power Maint)**
- 2271 Maintain Approved Levels of Funding for Activity Abroad (Approved Levels Fund)**

## **BUREAU OF EDUCATION AND CULTURAL AFFAIRS**

### **2300 FULBRIGHT PROGRAM**

Supports the exchange of students and scholars between the United States and foreign countries.



## **2301 Teacher Exchange**

Direct exchange of positions between U.S. elementary, secondary, and two-of four-year post-secondary level teachers and administrators and counterparts from other countries.

## **2302 Hubert H. Humphrey Fellowship Program**

Provides foreign mid-level professionals from developing countries scholarships for graduate study in the United States.

## **2303 Study of the United States**

Projects seek to explain U.S. history, culture, and values as well as the major institutions of U.S. life to scholars, teachers, and professionals abroad whose daily work—in the classroom, the government ministry, or the editorial office—requires that they have a greater working knowledge of U.S. civilization, past and present.

## **2304 College and University Affiliation Program (CUAP)**

Provides travel and per diem for faculty members from the foreign partner and the U.S. institution to team-teach and do joint research at the partner school, thus strengthening institutional capacities. CUAP projects emphasize collaboration among scholarly experts, the business community, and public policy makers.

## **2305 Educational Advising and Student Services**

Provides information and advising services on U.S. higher education to prospective foreign students, scholars, ministry officials, and others. Provides global network of 450 advising centers located within the Departments as well as at Fulbright commissions, binational centers, non-profit organizations, libraries, universities, and other cooperating organizations, provide broad outreach and guidance for recruitment to the Fulbright and other academic programs. Promotes U.S. higher education and maintains U.S. standing as the world's premier destination for those seeking higher education outside their own countries.

## **2306 English Language Program**

Projects help interpret U.S. life and institutions to the world through support of English teaching activities abroad, including development of curricula, materials, textbooks, teacher training workshops, and fellowships to support U.S. teachers who conduct workshops, seminars, and training programs abroad.



### **2307 Edmund S. Muskie Fellowship Program**

Provides scholarships for graduate study in the United States in the fields of business administration, economics, law, and public administration to qualified young mid-career individuals from Newly Independent States.

### **2308 Council for American Overseas Research Centers (CAORC)**

Supports U.S. research centers and their faculty and graduate-level research programs abroad.

### **2309 South Pacific Scholarship Program**

Provides support for undergraduate and post-graduate academic programs in the United States for South Pacific islanders.

### **2310 Disability Exchange Clearinghouse**

Ensures that international exchange and training opportunities are adequately promoted among individuals with disabilities. Seeks to promote, increase, and expand the participation of people with disabilities in international exchanges, and provide training and technical assistance to non-profit organizations interested in disability issues and to exchange organizations to help them facilitate the disabled's participation in exchanges.

### **2311 Foreign Study Grants for U.S. Undergraduates**

*Provides exchanges for financially disadvantaged U.S. university students.*

### **2316 International Visitor Program**

Enables U.S. embassies to invite current and emerging foreign leaders in politics, government, finance and trade, media, education, science, labor, and other fields to meet with U.S. counterparts and to obtain firsthand knowledge about the United States, its people, politics, and culture. Simultaneously, the program provides U.S. citizens with opportunities to network and develop lasting contacts with prominent professional counterparts abroad.

### **2321 Citizen Exchange Program**

Develops short-term projects in partnership with U.S. non-profit institutions to respond to specific U.S. policy objectives and fulfill commitments under bilateral agreements, treaties, and executive orders.



### **2323 Civic Education Initiative**

Seeks to coordinate and encourage a broad range of support from governments, international philanthropies, multilateral organizations, and NGOs (non-governmental organization) for educational programs designed to build democracy, tolerance, and civic responsibility abroad; expand citizen participation and encourage the growth of civic culture. Activities (primarily teacher training, curricula, and materials development, seminars, workshops) focus on strengthening civic education abroad by connecting practitioners around the world.

### **2324 Congress-Bundestag Youth Exchange Program**

Official exchange program of the Governments of the United States and the Federal Republic of Germany intended to improve U.S. and German young people's career skills through formal study and work experience and expand their perspectives and awareness of each nation's culture, society, history, and politics.

### **2325 Mildred and Claude Pepper Scholarship Program**

Provides support for high school-level programs in the United States for students from emerging democracies.

### **2326 Mike Mansfield Fellowship Program**

Provides support for U.S. professionals to study the Japanese language and political economy and to intern with a Japanese government institution or NGO.

### **2327 US/Mexico Conflict Resolution Center**

Creates channels and networks of U.S. and Mexican individuals and organizations to share views and information and ideas which contribute to the solution of long-term bilateral problems such as immigration, trade, environmental degradation.

### **2328 Central and East European Executive Education Program**

Brings business executives from emerging democracies in Central and Eastern Europe to United States for learning activities designed to facilitate the transition to market economies. Sends U.S. practitioners abroad to provide technical assistance and training.



## **2329 Institute for Representative Government**

Creates channels and networks of U.S. and foreign parliamentarians and governing organizations to share views and information and ideas which contribute to global democratization.

## **2330 Irish Management Center**

Supports Irish management studies and ensures young Irish graduates professional training opportunities in the United States.

## **2331 East Timor Exchanges**

Provides support for undergraduate, post-graduate, and professional training programs in the United States for East Timorese. Sends U.S. practitioners abroad to provide technical assistance and training.

## **2333 *University of Akron Global Business Exchange Program***

*Provides support for University of Akron faculty and student exchanges in International business.*

## **2332 Tibet Exchanges**

Provides support for undergraduate, post-graduate, and professional training programs in the United States for Tibetans. Sends U.S. practitioners abroad to provide technical assistance and training

## **2334 East Timor Exchanges**

Provides competitive, merit based exchange projects to support the education of a select cadre of academically talented East Timorese.

## **2335 Special Olympics**

Provides international program of sports training and administration and athletic competition for children and adults with mental retardation.

## **2336 Olympic/Paralympic Youth Games**

Provides international program of sports training and administration and athletic competition for children and youth with a physical disability.

## **2337 Montana Technical Exchanges**

Supports and helps enhance international exchange program at Montana Technical Institute.



## **2338 China/Korea Interparliamentary Exchanges**

Provides three-way exchange activity designed to encourage mutual understanding among U.S., China, and Korea parliamentarians and staff.

## **2339 National Youth Science Camp of the Americas**

Provides vehicle for promotion understanding and cooperation throughout the Western Hemisphere by bringing foreign students and faculty to participate.

## **2340 FSA Academic Programs**

Supports democracy and free-market development exchange activities under the Freedom Support Act of 1992, including a wide range of both short- and long-term programs for faculty, undergraduate and graduate student exchanges, university affiliations, and English teaching activities.

## **2341 FSA Professional & Cultural Programs**

Supports democracy and free-market development exchange activities under the Freedom Support Act of 1992, including a wide range of both short- and long-term youth programs, citizen exchanges, special foreign visitor projects, business or professional and community exchanges, and workshops.

## **2342 Central European Executive Exchange Program**

*U.S. based internships, in-country seminars and training for business executives and public relations professionals from Czech Republic, Slovakia, and Hungary administered by the Jacksonville Chamber of Commerce.*

## **2343 Atlantic Corridor**

*Support for U.S. Irish exchanges.*

## **2350 SEED Academic Programs**

Supports democracy and free-market development exchange programs between the United States and the new democracies of Eastern Europe under the Support for East European Democracy Act of 1988 (SEED). These programs focus on a wide range of both short- and long-term programs for faculty, undergraduate and graduate student exchanges, university affiliations, and English teaching activities.



## **2351 SEED Professional & Cultural Programs**

Supports democracy and free-market development exchange programs between the United States and the new democracies of Eastern Europe under the Support for East European Democracy Act of 1988 (SEED). These programs focus on a wide range of both short- and long-term citizen exchanges, special foreign visitor projects, business or professional and community exchanges, and workshops.

## **2360 Israeli-Arab Scholarship Program**

Provides support for graduate and post-graduate academic programs in the United States for Israeli-Arabs.

## **2361 Center for Cultural and Technical Interchange Between the East and West**

Promotes better relations and understanding between the United States and the nations and peoples of Asia and the Pacific through cooperative study, training, and research that address regional issues of contemporary significance.

## **2362 Dante B. Fascell North-South Center**

Promotes better relations between the United States and the nations of Latin America, the Caribbean, and Canada through policy-relevant study, training, and research.

## **2363 U.S. Studies Collections Program**

Creates and supports library collections abroad that explain U.S. history, culture, and values as well as the major institutions of U.S. life to scholars, teachers, and professionals abroad whose daily work – in the classroom, the government ministry, or the editorial office – requires that they have a greater working knowledge of U.S. civilization, past and present.

## **2370 Grantee Health Insurance**

Classifies, controls, and accounts for payments of the health finance system covering 30,000 U.S. and foreign participants in exchange programs.

## **2371 Program Evaluation**

Supports program evaluation, analysis, and research related to performance measurement, standardized mechanisms for program monitoring, grant evaluation, and results assessment.



## **2380 Private Sector Contributions**

Classifies, controls, and accounts for monetary donations by strategic partners to exchange program costs. Includes contributions from, e.g., U.S. higher education institutions, business, foundations, and NGOs; and allies abroad who provide a wide array of support for exchange programs.

## **2381 Armed Forces Institute of Pathology**

Classifies, controls, and accounts for monetary contributions or facilitative support for foreign pathologists to attend post-graduate academic programs in the United States offered through the Department of Defense Armed Forces Institute of Pathology.

## **2383 International Expositions**

Support U.S. participation in World Fairs, e.g., Hannover, Germany (2000), at which national educational, cultural, economic, and social exhibits and events promote participating countries.

## **2391 English Teaching—Materials**

Provides funds to purchase materials to support English language activities such as purchasing English teaching books and other teaching supplies.

## **2392 English Teaching—Tuition**

Provides funds to support English language activities such as paying for English language specialists and tuition for English teaching programs.

## **2393 Student Advising**

Provides funds received to support the student advising activities or programs related to educational advising such as purchasing books/materials/equipment, paying for speakers, funding workshops/seminars/briefings, etc.

## **2394 Exchange Visitor Program Designation**

## **(2400) OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OCEAN/INTL ENV/SCI)**

Covers functional elements and activities for formulation and implementation of policies and proposals relating to the marine, scientific, and technological aspects of U.S. foreign policy. These include the development and coordination of the international aspects of a national



oceans policy; international environmental affairs; nuclear nonproliferation, nuclear export policy, energy technology, and other nuclear energy matters; ocean resources and uses; law of the sea; world population matters; and bilateral and multilateral agreements in science and technology and foreign policy aspects of outer space and other fields of advance technology.

#### **2401 Executive Direction And Policy Formulation (Exec Dir/Policy)**

Covers development, broad supervision, and coordination of the worldwide Oceans and International Environmental and Scientific Affairs (OES).

#### **2402 Information Systems Management (Info Systems Mgmt)**

Covers development and management of programs and procedures and the operation of hardware and software for classified and unclassified information handling systems of OES.

#### **2403 Administrative Management (Admin Management)**

Covers development and implementation of policy, plans, programs, and general services of OES, including the overall supervision of budgets and financial plans, and management of resources and programs.

#### **2404 Financial Management**

Covers development of budgets and plans, and the operational control and management of resources for programs and accounts of OES.

#### **2405 Personnel Management**

Covers administration of personnel policy, regulations, and procedures for the OES Bureau, including recruitment and promotion actions, management of personnel evaluation reporting, and retirement.

#### **2410 Nuclear Energy And Energy Technology (Nuclear Energy/Tech)**

Policy formulation and action relating to nonproliferation policy, the application of international safeguards, nuclear export control policies, nuclear cooperative agreements, and international initiatives in energy technology matters. Covers technical analysis, assessment, and evaluation of energy developments on U.S. policies, especially as they may affect nonproliferation. Covers establishment of cooperative energy technology development programs and projects with other industrialized countries for the purpose of reducing reliance on oil imports; cooperative energy



resource and demand assessment programs with developing countries; and cooperation in programs to develop or adapt energy technologies particularly suitable to their needs. Covers negotiation of international agreements in the nuclear energy and energy technology area; cooperation with relevant technical agencies in encouraging international cooperation; and promotion of development of such activities to deal with problems and issues.

## **2420 Oceans And Fisheries And Law Of The Sea (Oceans/Fisheries/Sea)**

Covers policy formulation and action on all matters relating to U.S. interests in oceans fisheries, including exploration and exploitation of living and nonliving marine resources, law of the sea, marine science and technology, marine pollution, navigation, and overflight, and all other uses of the oceans. Coordinates the development and implementation of policies related to the Antarctic and Arctic. Covers initiation and negotiation of treaties and agreements relating to deep seabed mining, fisheries, marine mammals, marine science, marine mineral resources, marine pollution, and ocean affairs.

## **2430 Science And Technology (S&T)—General (Science/Technology)**

Covers policy formulation and action relative to international scientific and technological cooperative programs, U.S. participation in multilateral scientific and technological programs and activities, technology issues involving advance technological developments and operations, and the transfer of technology to and development of technology in other countries. Covers assessments and evaluations on these and other S&T developments affecting U.S. foreign policy interests. Covers development of international initiatives and negotiating agreements for cooperation in science and technology and for maintaining liaison with the United States, country, regional, and international interests in this area of activity. Covers evaluation of effectiveness of cooperative programs in science and technology.

## **2440 Environmental Affairs (Environmental Affair)**

Covers policy formulation and action relating to the broad spectrum of international environmental matters, including atmospheric and water pollution, environmental assessments, hazardous substances, waste management, biomedicine, and health planning; human settlements; natural resources matters including soil, water, forests, wildlife, land management; weather and climate, and the scientific and technical aspects of food. Covers evaluation and assessment of the domestic and international aspects of the above topics which bear on U.S. foreign policy and, conversely, the relationship of proposed actions in these areas to U.S.



foreign policy goals and objectives. Covers negotiation of conventions and agreements and participation in multilateral organizations and bilateral representation with foreign governments. Covers ensurance of U.S. Government compliance with directives, legislation, and treaty and agreement obligations in the areas of environment, health, food, human settlements, and natural resources.

## **2450    Population Affairs**

Covers policy formulation and action relating to all aspects of international population policy, including the interrelationships of population with such global issues as food, the environment, and economic and social development. Covers promotion of involvement of U.S. diplomacy in support of national and international efforts to limit population growth. Covers coordination and development of U.S. international population policies and support of their implementation and evaluation.

### **(2460)   U.S. Bilateral Science And Technology Agreements (US SCI/TEC Agreement)**

**2461       U.S.-Yugoslavia Bilateral Science And Technology  
Agreement (U.S.-Yugoslavia BSTA)**

**2462       U.S.-Poland Bilateral Science And Technology  
Agreement (U.S.-Poland BSTA)**

**2463       U.S.-Hungary Bilateral Science And Technology  
Agreement (U.S.-Hungary BSTA)**

**2464       U.S.-Czechoslovakia Bilateral Science and  
Technology Agreement (U.S.-Czechoslovakia  
BSTA)**

### **(2500)   MIGRATION AND REFUGEE ASSISTANCE (MIGRATION/REFUGEES)**

a.   Covers formulating, implementing, managing, and evaluating U.S. refugee policies and programs; determining the level of U.S. contributions to international organizations for refugee relief, and review of their activities to ensure effective use of U.S. funds; and directing programs for the selection, processing, and transportation of refugees to be admitted to the United States, and the issuance of grants to voluntary organizations for their help in refugee work. Oversees efforts to encourage greater participation in refugee assistance and resettlement on the part of other governments. Covers management of refugee aid programs and refugee crisis planning and response. Covers guidance of the activities of refugee assistance offices at U.S. diplomatic missions and of U.S. missions to



international organizations concerned with refugee assistance, relief, and resettlement.

b. The function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Department's Refugee programs and management or budget resource issues. Funds available and financial plans may be shown at the resource code and major functional levels. Obligations, expenditures, and costs are accounted for at the lowest function, activity, and object code levels for each major category. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

c. Management or budget resource issues for refugee affairs are shown in 2510. New codes will be assigned as requested by the Bureau of Population, Refugees, and Migration (PRM).

## **(2510) Refugee Admissions (A)**

Covers planning and controlling the use of refugee admission numbers under the Presidential ceiling, coordination with the Immigration and Naturalization Service (INS), UNHCR, ICM, and private voluntary organizations which perform admissions processing under agreements with the bureau, development and oversight of regulations, and maintaining liaison with the Congress and the public. Covers design, implementation, and evaluation of the English language training and cultural orientation of refugees to be admitted to the U.S. and already in the U.S., and liaison with international organizations regarding training. Covers development and oversight of policies and implementation for placing refugees in U.S. communities through private voluntary agencies. Covers liaison with the Office of the U.S. Coordinator for Refugee Affairs, and domestic U.S. Government, state, and local government agencies.

### **2511 Refugee Admissions, Processing and Training (Admit/Proc/Training) (A)**

### **2512 Refugee Reception and Placement (Reception/Placement) (A)**

## **(2520) Refugee Assistance Abroad (Refugee Asst O/S) (A)**

Covers developing, managing, and implementing U.S. policies related to providing international legal protection and humanitarian assistance to refugee populations abroad. Includes the management of U.S. financial participation in the international funding of refugee protection and assistance programs through a number of international refugee



organizations and private voluntary agencies, including the United Nations High Commissioner for Refugees (UNHCR), the Intergovernmental Committee on Migration (ICM), the United Nations Relief and Works Agency for Palestinian Refugees (UNRWA), the United Nations Border Relief Operation (UNBRO), and the International Committee of the Red Cross (ICRC). Contingency planning and crisis management of refugee emergencies are also included.

**2521 Indochina Refugee Program (Indochina Refugee Pr)  
(A)**

**2522 Africa Refugee Program (AF Refugee Program) (A)**

**2523 Near East Refugee Program (NEA Refugee  
Program) (A)**

**2524 Latin American Refugee Program (ARA Refugee  
Program) (A)**

**2525 European Refugee Program (EUR Refugee  
Program) (A)**

**2526 Resettlement Assistance (Resettlement Asst) (A)**

**(2540) Other Assistance Activities (Other  
Assistance)**

Includes management of U.S. financial participation in administrative and nonregion specific programs and expenses related to provision of international legal protection and humanitarian assistance to refugee populations abroad. Includes U.S. financial participation in administrative and nonregion specific activities of a number of refugee organizations, including the ICRC, ICM, UNHCR, and the United Israel Appeal (UIA).

**2541 Refugees to Israel**

**2542 International Organizations (Intl Organizations)**

**(2570) Administration/Management For Refugee  
Affairs (Admin/Mgt Refugee) (A)**

Covers refugee policy and program development, execution, and evaluation; budget preparation and execution; financial management; management analysis; personnel management; Congressional and public affairs; and administration.

**2571 Administrative Expenses (Admin Expenses) (A)**



**2572 Other Expenses**

**2590 U.S. Emergency Refugee And Migration  
Assistance Fund (US/RP Emergency Fund)**

**NOTE:** Function codes 2530, 2531, and 2532 are discontinued for Administrative/Management expenses and transferred with same text to function codes 2570, 2571, and 2572, respectively.

**(2600) INTELLIGENCE AND RESEARCH  
(INR/RESEARCH)**

Covers functional elements and activities of the Department's program of research and analysis; liaison with the intelligence community for the Department; and approval or disapproval of proposals by the Department offices for declassification or exceptional use of any information derived from intelligence sources. Represents the Department of State on the U.S. Intelligence Board and other interdepartmental intelligence groups and committees; and insures that all policies and directives relating to intelligence activities (including dissemination of intelligence relating to foreign policy) are carried out in accordance with the applicable laws and Executive Orders.

**2610 Administration/Management/INR  
(Admin/Mgt/INR)**

Covers executive direction to the Bureau for the full range of administrative services, including organization, budget, personnel, communications, security, and general services. Collaborates with the Regional Bureaus and other areas of the Department on the assignment and activities of geographic attaches and publications procurement officers.

**2620 Intelligence Research And Analysis (INR  
Analysis)**

Covers development and implementation of programs for the production of intelligence and research reports and estimates relating to geographic and functional problems (e.g., political, economic, strategic, country, and regional) pertinent to the formation and execution of foreign policy. Covers supervision and coordination of research production of geographic and functional research and analysis to: (1) conduct policy-oriented research and analysis programs along geographic and functional lines; and (2) prepare reports and estimates for use in the formulation and execution of foreign policy.



## **2630 Intelligence Coordination And Support (INR Coordination)**

Covers coordination of the Department's participation in intelligence activities; liaison between the Department and the intelligence community for matters relating to management of intelligence activities; and transmittal of reporting requirements and collective guidance to chiefs of missions. Is the focal point for resolution of problems arising between the Department and other agencies on intelligence matters, including those concerning intelligence personnel at missions and intelligence facilities abroad, and support for chiefs of missions in discharging their responsibilities to direct and coordinate the activities of all elements of their missions.

## **2640 Geographic/Geodetic/Cartographic Matters (Geographer Services)**

Covers technical and analytical services with particular reference to international boundaries, law of the sea, and marine resources. Responsible, in consultation with country directors, for determining official geographic nomenclature in the *Foreign Affairs Manual* and *Federal Register*; Advises the Department and other Federal agencies on matters of a geographic, geodetic, or cartographic nature and represents the Department in such matters.

## **(2700) INTERNATIONAL NARCOTICS CONTROL (NARCOTICS CONTROL)**

a. Covers the development, supervision, coordination, and implementation of international narcotics control assistance activities of the Department of State; advice on international narcotics control matters for the Office of Management and Budget (OMB), the National Security Council (NSC), and the Office of Domestic Policy to ensure implementation of U.S. policy in international narcotics control matters. Represents the Department in Federal and intergovernmental proceedings relating to international narcotics control activities.

b. Provides guidance on narcotics control matters to chiefs of missions and direction to narcotics control coordinators at posts abroad; communication with foreign governments on drug control matters including the negotiation, conclusion, and termination of international agreements relating to international narcotics control programs.

c. The function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Department's international narcotics control programs and management or budget resource issues. Funds available and financial plans may be shown at the resource code and major functional levels. Obligations, expenditures, and costs are accounted for at the lowest



function, activity, and object code levels for each major category. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

d. Project codes for International Narcotics Control are shown below. New codes will be assigned as requested by INM.

e. Organization codes are used to identify post and regional office operations abroad, and Departmental unit operations.

**2705 Administration/Management For International Narcotics Control (MGT/ADMIN/INM)**

Covers administrative management planning, program planning and evaluation, financial management, budget execution, administration, contracting and procurement, and interagency coordination.

**2707 Program Development And Support (Program Development)**

Offers advice and assistance on policy formulation in planning and developing goals, strategies, programs, priorities, and courses of action. Provides oversight and coordination of program support and management of bilateral and multilateral programs; narcotics control to U.S. missions abroad, and activities of other U.S. Government agencies working abroad in narcotics.

**2709 Country Programs (A)**

**2710 Latin America (A—and codes below)**

**2711 Bolivia**

**2712 Brazil**

**2713 Colombia**

**2714 Ecuador**

**2715 Mexico**

**2716 Peru**

**2717 Latin American Regional (Latin America Region)**

**2718 Guatemala**



- 2719 Belize**
- 2720 Regional Air Operations**
- 2730 East Asia (A—and codes below)**
- 2731 Burma**
- 2732 Thailand**
- 2733 East Asia Regional**
- 2740 Near East/South Asia (A—and codes below)**
- 2741 Pakistan**
- 2742 Turkey**
- 2743 Near East/South Asia Regional (NEA/S. Asia Regional)**
- 2750 International Organizations (Intl Organizations) (A—and codes below as applicable)**
- 2751 Colombo Plan**
- 2752 United Nations Fund for Drug Abuse Control (UN Fund for DAC)**
- 2760 Inter-Regional Programs (Inter-Reg Programs) (A—and codes below as applicable)**
- 2761 Demand Reduction**
- 2762 INM-EOP**
- 2763 DEA Training**
- 2764 US Customs Training**
- 2765 Canine Training**
- 2766 Coast Guard Training Teams**



**2767 Public Diplomacy**

**2768 Herbicide Research**

**2800 ANTI-TERRORISM TRAINING (ANTI-TERRORISM/TRAIN)**

**2900 OFFICE OF INTERNATIONAL INFORMATION PROGRAMS**

a. The Office of International Information Programs provides innovative information products and services that increase international support for U.S. policies and understanding of U.S. society. Through its team-based management structure and high-performance technology, the Office develops and delivers information services and products that: clearly serve national policy goals; support information objectives of U.S. missions abroad; are authoritative, relevant, and timely; provide context and a balanced range of responsible U.S. opinion; make the best use of technology; respond rapidly to crisis situations; and provide an appropriate long-term perspective. The Office of International Information Programs' key functions includes people-to-people programs (principally traveling and electronically transmitted speakers), printed and electronically transmitted materials, and information resource services.

b. The function codes, titles and definitions, are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Diplomatic and Consular Programs (D&CP) appropriation.

**2901 Program Operations**

Includes the operating costs for the Office of the Coordinator.

**(2910) Office of Geographic Liaison**

The Office of Geographic Liaison exercises broad supervision and coordination over the activities of teams that serve as the primary interface with both the regional bureaus in the State Department and U.S. missions abroad, managing programs funds and ensuring the relevance, quality and efficient delivery of Public Diplomacy programs, products and services to the field. Covers public Diplomacy programs, products and services over which the Office of Geographic Liaison exercises oversight, but are not limited to traveling and electronic speakers and specialists; the Washington File and related websites; Information Resource Center support; and the production, translation and purchase of printed program materials. Office production focuses on Mission Program Plan national interests and strategic goals.



## **2911 Domestic Information Resource Officer (IRO) Operations**

For information resource officers (IROs) stationed in Washington, D.C. to visit Information Resource Centers (IRCs) abroad to service or support.

## **2912 Regional Bureau Support**

Covers FSN support for IRC programs abroad.

## **2913 Geographic Information Resources—IRC**

This is for domestic IRC operating costs, including internet database services abroad.

## **2914 Washington File**

Covers production, transmission, distribution, and translation costs, and including stringer articles.

## **2915 Insurance for Speaker Program, I Bucks**

## **2916 Regional Bureau Program Funds, I Bucks**

This is for speaker or specialist and book translation programs.

## **2917 Book Donation/Information Technology Program**

This is used for donated book programs abroad, including related Internet and digital information technologies.

## **2918 Central Processing Team**

## **2919 Geographic Liaison Program Teams**

This is for operating costs for each of the five regional bureau-designated teams.

## **(2930) Office of Thematic Programs**

The Office of Thematic Programs exercises broad supervision and coordination over the activities of teams that implement a range of public diplomacy programs, products, and services designed to inform and influence key international audiences of U.S. foreign policy and about U.S. society and values. Maximum use is made of the latest information technology. Public Diplomacy programs, products, and services include, but are not limited to, traveling and electronic speakers and specialists; written articles and publications; printed pamphlets, brochures, and books; as well as web sites and listservers. Office production focuses on Mission



Program Plan national interests and strategic goals. Programs, products, and services are conceived and implemented in close cooperation with U.S. missions abroad and with U.S. Government international affairs organizations in Washington, DC.

**2931 Economic Security Team**

**2932 Political Security Team**

**2933 Democracy and Human Rights Team**

**2934 Global Issues and Communications Team**

**2935 US Society and Value Team**

**2936 Technology Partnership Team**

**2937 Copyrights and Print Publications**

This is for copyright clearance to reprint books, book excerpts, and articles; provides print publications in direct support of major foreign policy events; and team provides operating costs.

**2938 Electronic Media**

For preparation or transmission of electronic journals to field posts; to establish policy-oriented websites and assist missions with their home pages; maintain websites on pertinent issues of U.S. society and values; and team operating costs.

**(2950) Executive Direction**

Provides executive direction for the full range of administrative activities of the Bureau of Educational and Cultural Affairs (ECA), and also provides these services to the Office of International Information Programs (OIP). This includes personnel, budget, finance, logistics, general services, acquisitions, and other administrative activities. The function codes below are utilized by the Office of International Information Programs for control and accountability of Diplomatic and Consular Programs (D&CP) appropriation funds.

**2951 Organization Development**

Provides operating costs to support and enhance through a wide range of services and programs, activities aimed at employee and organization development.

**2952 Program Support**



## **(2960) Office of Technology Services**

Provides overall support for the full range of technology or computer and telecommunication activities of the Office of International Information Programs, and also provides these services to the Bureau of Educational and Cultural Affairs. The function codes below are utilized by the Office of International Information Programs for control and accountability of Diplomatic and Consular Programs (D&CP) appropriation funds.

### **2961 ADP Program/Services**

Provides operating costs for computer or technology support activities for OIP and ECA, and field support not provided centrally by State IMOs abroad.

### **2962 Information USA**

The Office of International Information Programs produces the electronic information product Information USA, an authoritative information resource for foreign audiences on official U.S. policies and U.S. political, social, and cultural processes. It is available via internet and, for missions without internet access, it is also produced on CD-ROM. Funds provide for annual production or distribution costs for two editions.

### **2963 DVC Expansion**

This is used for costs for continued expansion of digital video capability at embassies abroad.

### **2964 ECA Programs**

Used for exchanges technology projects.

### **2965 Communications Improvements**

### **2966 Technology Training**

### **2967 Financial Management System**

## **(2970) Year 2000 (Y2K) Computer Compliance**

This is a three-year appropriation approved in FY 1999 to ensure Y2K computer compliance. The Office of International Information Programs uses these funds for:

(1) International public outreach in support for the President's Y2K Council, Working Group on International Public Diplomacy; and



(2) Y2K conversion and remediation efforts. The function codes below provide for control and accountability for this appropriation.

**2971      Speakers**

Use for U.S. speakers supplied for consultations abroad.

**2972      International Visitors**

Covers key international visitors brought stateside for advice and training.

**2973      Translation Services**

Covers translation of key documents focused on Y2K remediation progress abroad.

**2974      Conferences**

Covers regional or single-country conferences on Y2K sector issues in cooperation with U.S. embassies and other Federal agencies abroad.

**2975      Financial Management System**

**2976      Y2K Conversion**

**2991      Library Recycling**

Covers funds received to support the Library or IRC programs and the services it provides such as paper for the IRC photocopy machine, repairs, and internet use (phone charges).

**2992      Arabic Book Translations**

Covers funds received to support program costs and to purchase more books, or to cover expenses at book fairs where the books are sold.

**2993      Nouveaux Horizons**

Covers funds received to support program costs and to purchase more books, or to cover expenses at book fairs where the books are sold.

**2994      Agency Publications**

Covers funds received from the sale of publications that they produce. This money can offset the post's cost of producing the publication. If advertising space is sold in the publication, this advertising fee can also be recycled.



## **4 FAH-1 H-523 3000 DIPLOMATIC RELATIONS THROUGH INTERNATIONAL ORGANIZATIONS (DIP/RELATIONS/IO)**

*(TL:FMH-19; 06-04-2001)*

a. In collaboration with other U.S. Government agencies, U.S. policy is developed and coordinated on political and security issues and in such specialized fields as world health, education, and labor activities. Included are resources to support U.S. missions to International Organizations abroad, as well as domestically-located missions to the United Nations and the Organization of American States.

b. The function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Department's responsibilities for international organizations and programs, and management or budget resource issues. Funds available and financial plans may be shown at the resource code and major functional levels. Obligations, expenditures, and costs are accounted for at the lowest function, activity, and object code levels for each major category. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

c. International organization and activity codes in 4 FAH-1 H-450, and the domestic organization codes of this handbook, are used to identify the organizations, programs, and activities receiving funds, benefits, and services under these functional elements, and therefore complement the function codes.

### **3010 Executive Direction, Policy Formulation And Administrative Management/Support Of International Organization Affairs (Exec Dir/Mgt IO)**

### **3011 Executive Direction and Policy Formulation (Exec Dir/Policy)**

Covers the costs associated with the development, broad supervision, and coordination of the worldwide International Organization Affairs.

### **3012 Policy Planning and Reporting (Policy/Plans/Reports)**

Covers the formulation of overall guidance and directions of the bureau on major foreign policy issues; policy analyses, reports, and speeches for



the Secretary and assistant secretary on matters affecting U.S. participation in the United Nations and other international organizations. Prepares the President's annual report to Congress on U.S. participation in the United Nations.

**3013      Public Affairs for International Organization Affairs  
(Public Affairs/IO)**

Covers the formulation and dissemination of information regarding U.S. participation in international organizations and conferences. Responsible for press guidance and relations with the U.S. media and private organizations.

**3014      Administration and Management of International  
Organization Affairs (ADMIN/MGT/IO)**

Covers the development and implementation of plans, programs, budgets, and financial plans; and the management of resources, and programs for international organization affairs.

**3100      International Organization Affairs (IO Affairs)**

**3110      Political And Multilateral Affairs  
(Political/Multilat'l)**

Covers the participation in policy formulation and authorization of instructions on political, and human rights issues in the UN system, particularly the Security Council. Supervises efforts in the Department and abroad to link the most sensitive multilateral issues for the United States in the UN system to the general context of bilateral U.S. foreign policy formulation, implementation, and presentation.

**3120      Economic And Social Affairs  
(Economic/Social)**

Covers the development and direction of U.S. policies in the economic and developmental activities of the United Nations and the UN Specialized Agencies. Supervision of activities concerned with the broad range of economic policy matters arising in organizations and conferences throughout the UN system; activities of the agency directors for development and humanitarian programs, science and technology, agriculture, transportation and communications, and health, and narcotics whose responsibilities correspond to those of country directors and include review and analysis of policies, programs, structure, budgets, and management of international organizations which fall within their purview and provides guidance to and liaison with the executive departments and agencies concerned with programs in the fields for which these directors are responsible.



### **3130 International Management And Budgetary Affairs (IO Mgt/Budget)**

Formulates policy and supervises activities of the International Institutions Policy Staff; monitors, and analyzes UN budgets and related UN fiscal and other policies and procedures. Supervises activities of the Agency Directors for UNESCO, Labor, and Women's Programs which include the review and analysis of policies, programs, structure, budgets, and management of international organizations which fall within their purview; provides guidance to and liaison with executive departments and agencies concerned with programs in the fields for which these directors are responsible. Supervision of the activities of the Secretariat to the U.S. National Commission for UNESCO.

### **3140 International Conferences (IO/Conferences)**

Administers the overall International Conference Program for the U.S. Government, including funds management. Receives and coordinates action on all invitations to the U.S. Government to participate in multilateral, intergovernmental conferences and meetings. In consultation with other areas of the U.S. Government, the Department recommends or approves the composition of U.S. delegations, and assures they are appropriately instructed and accredited. Coordinates or provides organizational, procedural, and administrative arrangements for conferences for which the U.S. Government is official host, as well as, for the official delegations to conferences attended or held abroad. Administers contributions to new or provisional international organizations and provides program analysis and budget support.

### **(3150) U.S. Missions To International Organizations (U.S. Missions/IO)**

Covers functional elements, and activities, and related costs of U.S. missions to international organizations.

#### **3151 Domestic Missions**

#### **3152 Missions Abroad (A)**

### **3200 AMERICAN INSTITUTE IN TAIWAN (AIT)**

Covers payment to the American Institute in Taiwan for necessary expenses to carry out the Taiwan Relations Act, Pub. L. 96-8.

### **3210 Taipei/Kaohsiung Activities (Taipei/Kaohsiung)**



- 3220 Economic/Commercial Services  
(Economic/Commercial)**
- 3230 Travel Services**
- 3240 Cultural And Information Services  
(Cultural/Information)**
- 3250 Other Services**
- 3260 Washington Office Activities (Washington  
Office)**
- 3300 ASIA FOUNDATION**

Covers payments to the Asia Foundation.

- 3310 Salaries/Benefits**
- 3320 Operating Activities/Expenses  
(Operating/Expenses)**
- 3330 Program Grants And Services (Program  
Grants/Serv)**
- (3400) CONTRIBUTIONS TO INTERNATIONAL  
ORGANIZATIONS (CONTRIBUTIONS/IO)**

Covers expenses, not otherwise provided for, necessary to meet annual obligations of membership in international multilateral organizations, pursuant to treaties, conventions, or specific Acts of Congress.

- 3401 United Nations And Affiliated Agencies  
(U.N./Agencies)**
- 3402 United Nations**
- 3403 United Nations Educational, Scientific And Cultural  
Organization (UN EDUC/SCI/CULTURAL)**
- 3404 International Convention And Scientific  
Organization Contributions (ICSOC)**



- 3405 International Civil Aviation Organization (Intl Civil Aviation)**
- 3406 UNDP Trust Fund To Combat Poverty And Hunger In Africa (UNDP Trust Fund Phaf)**
- 3407 World Health Organization (World Health Org)**
- 3408 United Nations Fellowship Program (UN Fellowship Prog)**
- 3409 Food And Agriculture Organization (Food/Agri/Org)**
- 3411 International Labor Organization (Intl Labor Org)**
- 3412 UN Center On Human Settlements (Habitat)**
- 3413 International Telecommunication Union (Intl Telecom Union)**
- 3414 United Nations Children's Fund (UNICEF)**
- 3415 World Meteorological Organization (World Meteorological)**
- 3417 Intergovernmental Maritime Consultative Organization (Intergov't Maritime)**
- 3418 UN International Research And Training Program For The Advancement Of Women (UN Int Res/Trg/Women)**
- 3419 Universal Postal Union (Univer Postal Union)**
- 3421 World Intellectual Property Organization (World Intel Prop Org)**
- 3423 International Atomic Energy Agency (Intl Atomic Energy)**
- (3425) Inter-American Organizations (Inter-American Org)**
- 3427 Inter-American Indian Institute (Inter-Am Indian Inst)**



- 3429 Inter-American Institute For Cooperation On Agriculture (Inter-Am Inst/Agri)**
- 3431 Pan American Institute Of Geography And History (Panam Inst Geog/Hist)**
- 3433 Pan American Railway Congress Association (Panam Railway/Congr)**
- 3435 Pan American Health Organization (Panam Health Org)**
- 3437 Organization Of American States (Org/American States)**
- 3438 *Inter-American Agency for Cooperation and Development (IACD)***
- (3440) Regional Organizations (Reg Organizations)**
- 3442 South Pacific Commission (S Pacific Commission)**
- 3444 North Atlantic Treaty Organization (N Atlantic Treaty)**
- 3446 North Atlantic Assembly (N Atlantic Assembly)**
- 3447 Economic Community Of West African States (ECOWAS)**
- 3448 Colombo Plan Council For Technical Cooperation (Colombo/Plan/Tech)**
- 3449 Organization For Economic Cooperation And Development (Econ/Coop/Develop)**
- (3450) Other International Organizations (Othr IO/Organizations)**
- 3451 Interparliamentary Union (Interparliamentary U)**
- 3452 International Bureau Of The Permanent Court Of Arbitration (Bur/Court/Arbitr'n)**



- 3453 International Bureau For The Publication Of Customs Tariffs (Bur/Pub/Cust/Tariffs)**
- 3454 International Bureau Of Weights And Measures (Bur/Weights/Measures)**
- 3455 International Hydrographic Organization (Hydrographic Org)**
- 3456 International Wheat Council (CIO) (Intl Wheat Council)**
- 3457 International Fund for Agricultural Development (IFAD)**
- 3458 Korean Peninsula Energy Development Organization (KEDO)**
- 3459 Montreal Protocol**
- 3461 International Coffee Organization (Intl Coffee Org)**
- 3462 International Institute For The Unification Of Private Law (Institute/Unif/Prlaw)**
- 3463 Hague Conference On Private International Law (Hague Conf/Priv/Law)**
- 3464 Maintenance Of Certain Lights In The Red Sea (Lights In Red Sea)**
- 3465 Bureau Of International Expositions (Intl Expositions)**
- 3466 Customs Cooperation Council (Customs Coop Council)**
- 3467 Intergovernmental Panel On Climate Change (Intl Panel Clmt Chg)**
- 3468 The World Bank**
- 3471 Intl Center For Study Of Preservation/Restoration Of Cultural Property (Study/Pres/Rest/Prop)**



- 3472 International Organization For Legal Metrology (Org Legal Metrology)**
- 3473 International Agency For Research On Cancer (Research On Cancer)**
- 3474 General Agreement On Tariffs And Trade (Agreement/Tariff/Tr)**
- 3475 International Office For Epizootics (Intl Ofc/Epizootics)**
- 3476 World Tourism Organization (World Tourism Org)**
- 3481 International Tin Council (CIO) (Intl Tin Council)**
- 3482 International Cotton Advisory Committee (Intl Cotton Advisory)**
- 3483 International Rubber Study Group (Intl Rubber Study)**
- 3484 International Seed Testing Association (Intl Seed Testing)**
- 3485 Lead And Zinc Study Group (Lead/Zinc Study)**
- 3486 International Sugar Organization (Intl Sugar Org)**
- 3487 International Natural Rubber Organization (Intl Natural Rubber)**
- 3489 International Union For The Conservation Of Nature And Natural Resources (IUCNNR)**
- 3488 Permanent International Association Of Road Congresses (PIARC)**
- 3490 Organization of African Unity (OAU)**
- 3491 Intergovernmental Negotiating Committee (INC)**
- 3492 Asia-Pacific Economic Cooperation (APEC)**
- 3493 Organization for the Prohibition of Chemical Weapons (OPCW)**



- 3494 International Copper Study Group (ICSG)**
- 3495 International Seabed Authority (ISBA)**
- 3496 International Tribunal of The Law of the Sea (ITLOS)**
- (3500) CONTRIBUTIONS FOR INTERNATIONAL  
PEACEKEEPING ACTIVITIES (INTL  
PEACEKEEPING)**

Covers payments, not otherwise provided for, by the United States for expenses of the United Nations peacekeeping forces.

- 3510 United Nations Disengagement Observer  
Force (UNDOF) (UN Disengagement Of)**
- 3520 United Nations Interim Force In Lebanon  
(UNFIL) (UN Interim Fil)**
- 3530 United Nations Iran-Iraq Military Observer  
Group (UNIIMOG)**
- 3540 United Nations Transition Assistance Group  
(UN Transition Assist)**
- 3551 United Nations Memorial Cemetery (UNMC)**
- 3552 Protection Of New Varieties Of Plants (UPOV)**
- 3553 International Vine And Wine (IOVW)**
- 3554 International Tropical Timber (ITTO)**
- 3555 Protection Of Literary And Artistic Works—Berne  
Convention**
- 3556 United Nations Afghanistan Emergency Trust Fund**
- 3557 United Nations Angola Verification Mission  
(UNAVEM)**
- 3558 United Nations Observer Group In Central America  
(UNOCA)**



- 3559 United Nations Iraq-Kuwait Observer Mission (UNIKOM)**
- 3561 United Nations Mission For The Referendum In Western Sahara (MINURSO)**
- 3562 United Nations Protection Force in Yugoslavia (UNPROFOR)**
- 3563 United Nations Transitional Authority in Cambodia (UNTAC)**
- 3564 United Nations Advance Mission in Cambodia (UNAMIC)**
- 3565 United Nations Observer Mission in El Salvador (ONUSAL)**
- 3566 United Nations operation in Mozambique (ONUMOZ)**
- 3567 United Nations Operation in Somalia (UNOSOM)**
- 3568 UN Observer Mission in Georgia (UNOMIG)**
- 3569 UN Mission in Haiti (UNMIH)**
- 3570 UN Assistance Mission for Rwanda (UNAMIR)**
- 3571 UN Observer Mission in Liberia (UNOMIL)**
- 3572 UN Military Liaison Team in Cambodia (UNMLT)**
- 3573 UN Uganda/Rwanda Observer Mission (UNOMUR)**
- 3574 UN Mission of Observers in Tajikistan (UNMOT)**
- 3575 UN Peacekeeping Force In Cyprus (UNFICYP)**
- 3576 UN Preventive Deployment Force (UNPREDEP) (IO)**
- 3577 UN Transitional Administration for Eastern Slovenia (UNTAES) (IO)**
- 3578 UN Mission in Bosnia-Herzegovina (UNMIBH) (IO)**



- 3579 UN International Tribunal-Former Yugoslavia (IO)**
- 3580 UN International Criminal Tribunal for Rwanda (UNICTR) (IO)**
- 3581 UN Observer Mission In Sierra Leone (UNOMSIL)**
- 3582 UN Assistance to East Timor (UNAMET)**
- 3583 UN Mission In Kosovo (UNMIK) (IO)**
- 3584 UN Organization Mission in The Democratic Republic of The Congo (MONUC)**
- 3585 Assistance to Promote Sustainable Development, Cultural Preservation and Environmental Conservation to Non-Governmental Organizations**
- 3586 International Union for the Protection of New Varieties of Plants (UPOV)**
- 3587 Cambodia War Crimes Commission (CWCC)**
- 3588 Iraq War Crimes Commission (IWCC)**
- 3589 *United Nations Mission In Ethiopia and Eritrea (UNMEE) (IO)***
- (3600) INTERNATIONAL CONFERENCES AND CONTINGENCIES (INTL CONFERENCE/CONT)**

Covers payments, not otherwise provided for, by the United States for participation in, contributions to, and contingencies for International Conferences.

- 3610 Participation In International Conferences (Participate Intl Con)**
- 3611 Meetings Of International Organizations (Meetings Intl Org)**
- 3612 Meetings Of Interparliamentary Unions (Meetings Inter Union)**



- 3613 Other International Conferences (Oth Intl Conferences)**
- 3620 Contributions To New Or Provisional Organizations (Contr New/Prov Org)**
- 3621 Central Treaty Organization (Central Treaty Org)**
- 3622 United Nations Memorial Cemetary Commission (UN Memorial Cemetary)**
- 3623 Union For The Protection Of New Varieties Of Plants (Protection New Plant)**
- 3624 International Rubber Organization (Intl Rubber Org)**
- 3625 International Tin Council (ICC) (Intl Tin ICC)**
- 3626 International Wheat Council (ICC) (Intl Wheat ICC)**
- 3627 International Sugar Organization (ICC) (Intl Sugar ICC)**
- 3628 International Coffee Organization (ICC) (Intl Coffee ICC)**
- (3700) INTERNATIONAL BOUNDARY & WATER COMMISSION U.S. & MEXICO (IBWC U.S. & MEXICO)**

Covers salaries and expenses, not otherwise provided for, including preliminary surveys, and construction of authorized projects.

## **3710 Administration**

Activities comprise negotiations and supervision of joint projects with Mexico to solve international problems, overall control of the operation of the U.S. section of the Commission, formulation of operating policies and procedures, and financial management to carry out international obligations of the United States, pursuant to treaty and congressional authorization.

## **3720 Engineering**

Provides for:



- (1) Supervision of measurement and determination of the national ownership of boundary waters;
- (2) Technical engineering guidance and supervision of the planning, construction, and operation and maintenance of international projects;
- (3) Studies relating to international problems of a continuing nature; and
- (4) Preliminary surveys and investigations to determine the need for and feasibility of projects for the solution of international problems arising along the boundary.

### **3730     Operation And Maintenance           (Operation/Maintenanc)**

Covers the activities and costs for the U.S. part of the operation and maintenance of river channel and levee projects, dams, gaging stations, water quality control projects, and boundary monuments and markers.

#### **3731     Gaging Stations**

#### **3732     Dams**

#### **3733     River Channel And Levee Projects (River Channel           Levee)**

#### **3734     Water Quality Control (Water Quality Contrl)**

#### **3735     Boundary**

### **3760     Construction IBWC U.S. & Mexico           (Construction IBWC)**

Includes the detailed plan preparation and construction of authorized projects.

#### **3761     Lower Rio Grande Flood Control Project (Lower Rio           Grande FCP)**

#### **3762     Tijuana River Flood Control Project (Tijuana River           FCP)**

#### **3763     1970 Boundary Treaty Projects (1970 Bdy Treaty           Prj)**

#### **3764     Rio Grande Canalization Project (Rio Grande Canal           Prj)**



- 3765 Amistad Dam Power Plant (Amistad Dam Power PI)**
- 3766 Nogales International Wastewater Treatment Plant (Nogales Intl Wastewa)**
- 3767 Rio Grande Hydroelectric Dams (Proposed) (Rio Grande Hydroelec)**
- 3800 UNASSIGNED**
- 3900 AMERICAN SECTIONS, INTERNATIONAL COMMISSIONS (AMERICAN SEC INTL CM)**

Covers activities and expenses of the International Joint Commission and the Commissioners and appointed employees.

- 3910 International Boundary Commission (IBC)(Intl Bdy Commission)**

In accordance with existing treaties, maintains the physical boundary between the United States and Canada by surveying, inspecting, and clearing the boundary and repairing or replacing markers as necessary.

- 3920 International Joint Commission (IJC) (Intl Jnt Commission)**

Pursuant to the Boundary Waters Treaty of 1909, the Commission approves, regulates, and monitors structures in boundary waters and transboundary streams; investigates matters referred to it by the Governments of the United States and Canada that principally include transboundary water quality; and continues ongoing surveillance at the request of the two Governments.

- 3930 U.S. Section**

- 3940 Special & Technical Investigations By U.S. Geological Survey (STI/US Geol Survey)**

- 3950 New Referral Start-up Fund (New Referral Startup)**

- (3960) International Fisheries Commissions (Intl Fisheries)**

Covers activities and payment of the U.S. share of the expenses of



eleven international fisheries commissions, one international sea council, and the expenses of the respective commissioners. The commissions either conduct or plan and coordinate studies to determine measures necessary for the preservation and expansion of the productivity of fishery stocks. The Halibut and Pacific Salmon Commissions regulate their respective fisheries, the Great Lakes Fishery Commission carries on a program of lamprey eradication and control, and all the commissions are authorized to recommend conservation measures to the member governments. The sea council proposes and organizes fishery and oceanographic investigations and disseminates the results to the member governments.

- 3961      International Pacific Halibut Commission**
- 3963      Inter-American Tropical Tuna Commission (InterAm Tropical Tuna)**
- 3964      International Whaling Commission (Intl Whaling)**
- 3966      Great Lakes Fishery Commission (Great Lakes Fishery)**
- 3968      International Commission For The Conservation Of Atlantic Tunas (Intl Consr Atl Tunas)**
- 3969      Northwest Atlantic Fisheries Organization (NW Atlantic Fishery)**
- 3972      Commission For The Conservation Of Antarctic Marine Living Resources (Consr Antarctic MLR)**
- 3973      North Atlantic Salmon Conservation Organization (N Atlantic Salmon)**
- 3974      International Council For The Exploration Of The Sea (Intl Exploration Sea)**
- 3977      Pacific Salmon Commission (Pacific Salmon Comm)**
- 3978      North Pacific Marine Science Organization (PICES) (N Pacific Mar Sci)**
- 3979      North Pacific Anadromous Fish Commission (NPAFC)**



- 3990 Expenses Of The U.S. Commissioners (U.S. Commissioners)**
- 3999 Other Costs Of International Commissions, NOC (Other IC Costs NOC)**



## **4 FAH-1 H-524 4000 CONDUCT OF CONSULAR RELATIONS WITH FOREIGN COUNTRIES (CONSULAR AFFAIRS)**

*(TL:FMH-18; 01-12-2001)*

a. Activities included are domestic passport issuance, visa and U.S. citizen services abroad, and administrative support. Visa services involve the issuance, denial, and adjudication of immigrant and nonimmigrant visas; refugee processing; and visa fraud detection and investigation. U.S. citizen services include the issuance of passports, emergency assistance to U.S. citizens abroad, passport fraud detection and investigation, and Federal benefits activities.

b. The following function codes, titles, and definitions are used to classify, control, and report funds available, obligations, expenditures, and costs of consular services including passport and visa issuances, systems development, payments to protective powers, expenses of emergency medical and dietary assistance program, and other services. Related expenses under all applicable funds will be classified with these codes and the related object codes. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

### **(4100) EXECUTIVE DIRECTION, POLICY FORMULATION AND ADMINISTRATIVE MANAGEMENT/SUPPORT OF CONSULAR AFFAIRS (EXEC DIR/MGT CA)**

#### **4110 Executive Direction And Policy Formulation (Exec Dir/Policy)**

Covers the cost associated with the development, broad supervision, and coordination of the worldwide consular programs and policy for the Foreign Service.

#### **4120 Administration/Management Of Consular Affairs (Admin Mgt Consular)**

Develops and implements policy, plans, programs, budgets, and financial plans; and the management of resources and programs for the Bureau of Consular Affairs.



## **4130 Public Affairs For Consular Activities (Public Affairs/CA)**

Develops and implements public affairs programs and activities for the Bureau of Consular Affairs.

## **4140 Consular Assistance Teams And Consular Conferences (Consular Assistance)**

Covers the conduct and preparation of management studies and analyses for improvement of consular services and activities at posts.

## **4150 Specialized Consular Equipment And Supplies Abroad (Spec Cons Support)**

Covers the costs associated with the procurement and shipment of specialized consular equipment and supplies to posts abroad.

## **4180 Consular Incentive Program and Peak Staffing (CIPPS)**

Covers the cost associated with supporting worldwide consular staffing shortages and other consular support.

## **4190 MRV Fee Collection ADMIN**

## **(4200) PASSPORT ISSUANCE AND SERVICE (PASSPORT SERVICES)**

Direction, management, and performance of passport services; supplies, equipment and other resources required for the issuance of passports, and performance of related services.

## **4210 Passport Operations (A)**

Issues passports and related activities, supplies, equipment, and services.

## **4220 Detection And Prevention Of Fraud And Malfeasance (Detection/Prev Fraud)**

Develops and implements programs, policies, and activities for detection and prevention of fraud and malfeasance in passport issuances and use; includes travel for court case development and appearances.



## **(4300) VISA ISSUANCE AND SERVICE (VISA ISSUANCE/SERV)**

Covers the management and performance of visa services, supplies, equipment, and other resources required for the issuance of visas in the U.S., and the management oversight and technical support of the issuance of visas at posts abroad.

### **4310 Visa Operations (A)**

Issuance, denial, and adjudication of immigrant and nonimmigrant visas and related activities, supplies, equipment, and services.

### **4313 AOS Program**

### **4315 Diversity Visa Lottery Program**

### **4320 Centralized Visa Processing**

### **4325 Fingerprint Pilot Program**

## **(4400) U.S. Citizens' Services Abroad (U.S. Citizen Ser Abroad) (A)**

Covers the management, coordination, and performance of programs to provide services to U.S. citizens abroad.

### **4410 U.S. Citizens' Services Abroad**

## **(4500) EMERGENCY IN THE DIPLOMATIC AND CONSULAR SERVICES (EMERGENCY/DIP/CONS)**

### **4510 Services Of Protective Powers (Protective Powers)**

Provides for U.S. representation in countries where the U.S. Government does not currently maintain diplomatic relations.

### **4520 Emergency Medical, Dietary, And Other Assistance To U.S. Citizens Incarcerated Abroad (EMDA-Incarcerated)**

Covers the emergency medical attention and dietary supplements, and other emergency assistance, for U.S. citizens incarcerated abroad, in



accordance with Pub. L. 95-45, June 15, 1977. Subobject codes 3321 and 3322 apply.

**4530     Emergency Medical And Dietary Assistance  
            To Other U.S. Nationals Abroad (EMDA-  
            Other)**

Covers the emergency medical and dietary assistance to other U.S. Nationals, who become ill or injured abroad, and who temporarily have no financial resources; in accordance with Pub. L. 95-45, June 15, 1977. Subobject codes 3321 and 3322 apply.

**(4600)   CONSULAR SYSTEMS**

**4605     CA Systems Support**

**4610     Migration/Modernization**

**4615     Domestic Operations**

**4620     MRV Installation and Training**

**4625     Namecheck/CLASS**

**4630     Travel Document Issuance System (TDIS)**

**4635     Passport File Miniaturization**

**4640     Multiple Issuance Verification System (MIV)**

**4645     Photodigitization**

**4650     Biometrics**

**(4700)   BORDER SECURITY PROGRAMS**

**4710     CA Fraud Prevention**

**4720     Border Crossing Card Program**

**4730     Visa File Retrieval**

**4740     Other Fraud Programs (TIPOFF, etc.)**



## **4 FAH-1 H-525 5000 TECHNICAL SUPPORT**

*(TL:FMH-18; 01-12-2001)*

### **5100 Training—FSI**

Offers training and instruction to officers and employees of the Foreign Service and the Department, and to officers and employees of other U.S. Government agencies for whom training and instruction in the field of foreign relations is necessary. Orientation and language training to members of family of officers and employees of the U.S. Government in anticipation of the assignment abroad of such officers and employees, or while abroad. Training and instruction is designed and structured by the Institute, pursuant to statutory requirements, and in response to stated needs of the Department and other agencies involved in the conduct of foreign affairs.

#### **5110 Professional Studies**

#### **5120 Executive Seminar**

#### **5130 Language Studies (A)**

#### **5140 Center For Foreign Affairs Studies (Center FA Studies)**

#### **5150 Area Studies**

#### **5160 Extension Studies**

#### **5180 Continuing Medical Education (Medical Education)**

See codes 1100 for Executive Direction, 6100 for Administrative Management Services, 6200 for Financial Management Services, and 6300 for Personnel Management/Services.

### **5200 COUNTER-TERRORISM/SECURITY ENHANCEMENT (COUNTER-TERRORISM)**

Covers activities, coordination, and costs of counter-terrorism and security enhancement programs and plans. Covers advice, coordination, and development of U.S. Government-wide policies and activities to deal with terrorism matters and incidents.



- 5210 Counter-Terrorism And Security Enhancement Coordination (SENH Coordination)**
- 5220 Counter-Terrorism Programs (C-Terrorism Programs)**
- 5230 Counter-Terrorism Assistance (C-Terrorism Asst)**
- 5231 Executive Direction**
- 5232 Counter-Terrorism Training (C-Terrorism Training)**
- 5233 Administrative Support (Admin Support)**
- 5234 Grants to Participants (Grants/Participants)**
- 5235 Reimbursements to Agencies (Reimbursement Agency)**
- 5236 Commodities**
- 5237 Conferences and Seminars (Conferences/Seminars)**
- 5239 Other**

Management/Budget Resource codes, which are required for the Security Resources Management System (SRMS), are shown in 4 FAH-1 H-510.

**5300 COMMUNICATIONS (Discontinued 09/30/2000)**

- 5327 Diplomatic Telecommunications Service Program Office (DTS-PO) (Discontinued 09/30/2000)**

**5400 INFORMATION MANAGEMENT**

The following function categories, function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Office of Information Management. They are also used for program planning, in accord, with the U.S. Government Performance and Results Act. Funds available and financial plans may be presented at the summary level, i.e., function categories with parentheses ( ). Obligations, expenditures, and costs are accounted for at the function



code and object code levels. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

## **(5410) Bureau Management**

### **5411 Executive Direction**

Covers the expenses authorized by the immediate office of the Deputy Assistant Secretary for Information Management. These expenses typically include the development and execution of policy, programs, plans, standards, procedures, and other administrative functions of the Office of Information Management. A portion of these funds are directed at the objective of improving customer relations.

### **5412 IM Policy**

Covers the costs associated with the development and modification of the Department's internal regulations governing the use and management of information resources (5 FAM). Activities include advising other offices regarding standards and regulations that govern the acquisition, development, and maintenance of information technology (IT) and participation in the U.S. Government (and private sector) programs regarding IT standards. A portion of these funds are directed toward the objective of ensuring compliance with regulations, policies, and standards.

### **5413 Inter-agency Affairs**

Covers the costs associated with developing information management agreements and providing policy guidance on emerging technology issues to the Deputy Assistant Secretary for Information Management. Activities include liaison and negotiation with foreign government and other Federal agencies.

### **5414 IM Planning**

Covers the costs associated with the development, maintenance, and reporting of IRM's program and financial plans (including the Department's Joint Planning Process) in compliance with various pieces of legislation related to information management. Some portion of these funds goes toward the objective of reducing or eliminating non-essential services.

### **5415 IT Acquisitions**

Covers the costs associated with negotiating the terms and conditions of contracts for information services and technology supporting all foreign affairs agencies. Other costs include maintenance of a worldwide inventory of information technology and providing technical guidance to contracting



officers as they use these procurement vehicles. Some portion of these funds is directed toward the objective of streamlining the acquisition process.

#### **5416 IM Administrative Support (IM Admin.)**

Covers the costs associated with providing financial, personnel, administrative, general and office automation support, and services to components of the Office of Information Management. Some portion of these funds is directed at achieving greater administrative efficiency.

#### **5417 Payroll**

Covers the costs associated with overtime, awards for permanent employees, benefits and salaries for parttime intermittent temporary (PIT), and when-actually employed (WAES) employees managed by the Office of Information Management.

#### **5418 Working Capital Fund**

Covers the expenses incurred through the Working Capital Fund for all applicable programs in the Office of Information Management.

#### **5419 IM Training**

Covers the costs associated with the objective of improving the knowledges, skills, and abilities of the IRM staff. Included are the costs (including per diem) of managerial and technical training courses that contribute to their professional development. These may be offered within or outside of the Department.

### **(5420) Information Services**

#### **5421 Official Information Requests (Official Info. Req.)**

Covers the costs associated with the Freedom of Information Act (FOIA) program and related automated systems. These include research, administrative case processing, privacy issues, declassification review, etc. Some portion of these funds is directed at the objective of improving response time to the public.

#### **5422 Special Information Requests (Special Info. Req.)**

Covers the costs associated with responding to queries from Congress and the courts. Activities include research, administrative case processing, privacy issues, declassification review, etc. Some portion of these funds are directed at the objective of accelerating response time to these clients.



## **5423 Privacy Program**

Covers the costs associated with the objective of ensuring compliance with the information management and information safeguarding requirements of the Privacy Act. Activities include the inventory and review of records systems, research, and case processing.

## **5424 Classification/Declassification (Declassification)**

Covers the costs associated with the objective of complying with E.O. 12958 concerning the classification and declassification of records. Activities include the review of records and the coordination of classification or declassification decisions.

## **5425 Archival Services**

Costs associated with the objective of complying with the Federal Records Act. Activities include the collection, review, cataloguing, maintenance, and ultimate disposal of the Department's official records.

## **5426 Library Services**

Covers the costs associated with the collection, organization, and maintenance of reference materials of value to Department of State employees. A portion of these funds are directed to the objective of enhancing employee access (electronically) to external information resources.

## **5427 Department Access Services (Dept. Access Serv.)**

Covers the costs associated with managing the acquisition, analysis, recording, indexing, and retrieval of incoming and outgoing telegrams, contained in electronic or paper-based records. A portion of these funds is directed toward the objective of enhancing Departmental access to these records.

## **5428 Electronic Public Access**

Covers the costs associated with achieving the objective of enhancing the public ability to electronically access appropriate Departmental information resources. Activities include the design and implementation of world-wide-web sites within the Department.

## **(5430) Operations Foreign**

### **5431 SecState Support**

Covers the costs associated with the objective of providing rapid, secure, and reliable communications support to the Secretary of State



during his or her travels. Activities include the procurement, shipping, installation, and maintenance of equipment, new system development, and TDY support.

#### **5432 Emergency Communications Support (Emerg. Comm. Support)**

Covers the costs associated with the objective of providing supplemental communications support to posts around the world in time of emergency (e.g., natural disaster or civil unrest). Activities include deploying satellite communications terminals and associated equipment plus TDY support.

#### **5433 Pouch and Mail Operations (Pouch and Mail)**

Covers the costs associated with providing diplomatic pouch and mail services to some 250 posts throughout the world. Mail and messenger services are also provided to the Department's domestic facilities. Activities include content preparation, and dispatch and receipt of both classified and unclassified diplomatic pouches. Some portion of these funds is directed toward improving the cost-effectiveness of these operations.

#### **5434 Regional Technical Support (RIMC)**

Costs associated with the objective of providing routine and emergency technical support to missions abroad from regional bases known as Regional Information Management Centers (RIMCs). Activities include routine and emergency equipment maintenance, site surveys, equipment installation, technical training, and support during SecState travel.

### **(5440) Operations-Domestic**

#### **5441 Special Communications Links (Spec. Comm. Links)**

Covers activities between the U.S., Russia, and the Newly Independent States. Additionally, the INR Communications Center provides critical links associated with ensuring the reliable operation of two special purpose communications centers dedicated to continuous support of the U.S. Nuclear Risk Reduction Center (NRRC), other international communications links, and the Department's special Intelligence and Research (INR) requirements. The center facilitates the rapid exchange of information regarding nuclear tests, missile test firings to the intelligence community.

#### **5442 Communications Center Operations (Comm. Center)**

Covers costs associated with the transmission, receipt, relay, encryption, decryption, accountability, registration, distribution, and



research of telegrams for the Department of State and other U.S. Government agencies, both domestic and abroad. Operations go on 7 days per week and 24 hours per day. Activities include analysis of operations, planning and implementation of system enhancements aimed at the objective of streamlining messaging processes and services. Also included are the costs associated with the Beltsville Communications Center (BCC), which provides additional connectivity and a limited backup capability.

#### **5443 Mainframe Center Operations (FADPC/BIMC)**

Covers costs associated with the operation of the Foreign Affairs Data Processing Center (FADPC). This center houses some of the Department's major corporate systems, manages a growing network of computer systems throughout the Department, and provides technical support to its customers. A portion of these funds is directed toward the objective of modernizing these operations. Also included are costs associated with the Beltsville Information Management Center (BIMC) which provides additional services and backup capability.

#### **5444 Bureau Processing Centers (CBPC)**

Covers costs associated with the objective of efficiently managing and economically operating satellite processing centers known as Combined Bureau Processing Centers (CBPCs) which serve as bureau gateways to the Department's telegraphic and e-mail networks.

#### **5445 Headquarters Infrastructure (HQ Infrastructure)**

Covers costs associated with the objective of developing a modern enterprise-wide telecommunications infrastructure that will serve the Department's expanding need for networked information systems. Funds are directed at the procurement, installation, and maintenance of this new infrastructure, beginning with Columbia Plaza, then coordinating with the Main State's renovation effort.

#### **5446 E-Mail Deployment**

Covers costs associated with the objective of extending E-mail capabilities (classified and unclassified) to all appropriate offices and posts, providing a robust and trustworthy electronic postal system that enables them to move all forms of electronic communication between themselves, other Government agencies and the public. Funds are directed at the procurement, installation, and maintenance of information technology to meet our expanding need for connectivity.



## **5447      Messaging Integration**

Covers costs associated with development of a State Messaging System (SMS)—an application designed to modernize and integrate all Departmental communications networks (telegraphic and E-mail) and provide both classified and unclassified messaging services to employees through one multi-level network.

## **5449      Diplomatic Telecommunications Service Program Office (DTS-PO)**

Covers the costs associated with the integrated worldwide leased network (DTS-PO) to accommodate existing and emerging requirements for data, voice, and secure video conferencing. Includes travel, shipping, leased communications lines or utilities, training, contract support, site preparation, maintenance, and equipment.

## **(5450)   Technical Support**

### **5451      Equipment Maintenance Programs (Maintenance)**

Covers costs associated with the objective of providing cost-effective maintenance services to posts abroad for the Department's record telecommunications systems and to other foreign affairs agencies. Activities include equipment installation and repair, maintenance of spare parts and expendable supplies, and offering technical advice to field personnel.

### **5452      Bureau Technical Support (Bureau Tech. Support)**

Covers costs associated with the objective of providing expanded technical support to domestic bureaus. Funds are expended for spare parts and technical personnel to install and repair or replace systems components. Local Area Network (LAN) design and management services are also provided with these funds. Funds are reimbursed by the bureau serviced.

### **5453      Domestic Telecommunications Support (Dom. Telecomm. Supp.)**

Covers costs associated with the objective of providing enhanced telecommunications support to domestic bureaus. Activities include maintaining systems, formulating, coordinating, and implementing domestic installation projects and programs; maintaining the secure voice program both abroad and domestically; and leasing telephone lines.



## **5454 Telephone Program Abroad**

Covers costs associated with the objective of maintaining the Department's telephone systems abroad in good working order. Activities include providing guidance or policy, technical assistance, maintenance services, and support to the regional centers and to posts abroad.

## **5455 Radio Support Programs (Radio Programs)**

Covers costs associated with the objective of economically managing the radio programs both domestic and abroad. Activities include equipment procurement (funded by the user), technical support and training, providing spare parts, providing TDY support plus administering site leases and maintenance contracts.

## **5456 Logistics**

Covers costs associated with the objective of providing economical logistical support for the Department's information technology needs. Activities include the storage and shipping of materials, equipment, and supplies to locations domestically and abroad.

## **5457 Post Infrastructure Deployment (Post Infrastructure)**

Covers costs associated with the objective of rapidly deploying open systems technology to posts abroad. This will provide the infrastructure to complement the headquarters infrastructure and make possible the integration of our communications network abroad.

## **5458 Information Management Technical Support**

### **(5460) Technical Support-Security**

## **5461 Information Security Programs (InfoSec Programs)**

Covers costs associated with the objective of enhancing the information security posture of Departmental systems. Activities include the management of cryptographic material, system access control, and contingency planning to ensure systems integrity.

## **5462 Security Technology Evaluation (Security Evaluation)**

Covers costs associated with the objective of upgrading the security technologies in use by the Department and ensuring that technologies in use meet minimal security standards. Activities include evaluating, inspecting and investigating the security effectiveness of our systems and



facilities worldwide.

### **5463 Post Security Support**

Covers costs associated with the objective of providing economical and secure technical support to posts abroad designated as being under a high technical security threat. Activities include inspections and testing by cleared U.S. technicians of unclassified information systems located in the post's controlled access areas.

## **(5470) Program Development**

### **5471 Corporate Applications Support (Corp. Applications)**

Covers costs associated with the maintenance of software on existing Department of State information systems, both classified and unclassified, which operate on the Department of State mainframe, RAMC, and post minicomputers. Some portion of these funds is directed at the objective of improving the level of support provided.

### **5472 E-Mail Development**

Covers costs associated with the objective of fielding enhanced E-mail applications for the Department. Activities include requirements analysis, systems development, testing, evaluation, and maintenance.

### **5473 Messaging Development (Messaging Devel)**

Covers costs associated with the objective of fielding enhanced messaging applications for the Department. Activities include requirements analysis, systems development, testing, evaluation, and maintenance.

### **5474 Networking Development (Network Devel)**

Covers costs associated with the objective of fielding enhanced networking applications for the Department. Activities include requirements analysis, systems development, testing, evaluation, and maintenance.

### **5475 Data Management Programs (Data Management)**

Covers costs associated with the objective of implementing a Department-wide data management program to facilitate the integration of automated systems and provide higher quality management information. Activities include developing an inventory of data elements, negotiating and enforcing standards, and coordinating reprogramming efforts.



## **5476      Architecture and Program Integration (Arch, & Prog. Integ.)**

Covers costs associated with the objective of improving IRM's ability to assess, prioritize, and implement modernization projects. This effort will ensure that limited modernization funds are used to the best effect.

## **5600      MEDICAL SERVICES**

The following function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Department's medical programs and management or budget resource issues. Funds available and financial plans may be shown at the major functional levels, i.e., function codes with parentheses and as such are followed by detail codes. Obligations, expenditures, and costs are accounted for at the lowest function code levels for each major category. These function classifications are required, along with the related object codes and responsible organization codes, for all allotments which cover such services, equipment, and supplies. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

### **(5610)   Executive Direction, Policy Formulation And Administrative Management/Support Of Medical Programs (Exec Dir/Mgt Medical)**

#### **5611      Executive Direction and Policy Formulation (Exec Dir/Policy)**

Covers the costs associated with the development, broad supervision and coordination of the worldwide medical programs, and policy for the Foreign Service.

#### **5613      Administrative Management of Medical Services (Admin Mgt Medical)**

Covers the development and management of administrative programs, financial plans, budgets, funds control, and support activities (Claims, Communications and Records, and General Services) for worldwide medical services.

### **(5620)   Health Care**



**5621 Hospitalization Care and Programs  
(Hospitalization/Prog)**

Covers all expenses related to the operations of Health Care Program activities domestically and abroad. Additionally, this activity will be charged with all of the domestic and abroad hospitalization claims costs.

**5622 Environmental Health and Preventive Medicine  
(Environ/Health/PrevM)**

Covers all expenses relating to the operation of the Environmental Health and Preventive Medicine and the Tropical Medicine activities.

**5623 Mental Health Programs (Mental Health Prog)**

Includes all expenses related to operations of the Mental Health Services, Alcohol Abuse Program, and Mental Health Grant Program.

**5624 Health Units (A) (ICASS)**

Covers all expenses related to operations of health rooms at Main State, FSI, and Posts.

**5625 Medical Examinations and Clearances (Med  
Exam/Clearances)**

Covers all expenses related to operations of the X-ray Unit, ECG Unit, Laboratory Section, Domestic Clearances Section, Examination Clinic, and Clinical Division.

**(5630) Special Activities Abroad (Sp Activity  
Abroad)**

**5631 Continuing Medical Education Travel (Medical Educ  
Travel)**

Covers all expenses incurred by medical personnel to attend medical seminars abroad.

**5632 Physicians Comparability Allowances (PCA) or  
(Physicians Comp/Allw)**

Covers all PCA payments only for the medical staff abroad.



## **5633 Medical and Dental Evacuations (A, B, C)**

Covers all expenses and contract services related to medical evacuations, required dental and medical care, which is inadequate or unavailable at post, and travel of patients, medical and dental personnel, and staff.

## **5640 Workers' Compensation (Worker Compensation)**

Covers the costs of worker's compensation for Department of State employees. The Office of Medical Services is responsible for the yearly payment to the Department of Labor for the entire State Department's share of worker's compensation expense. Pub. L. 86-767 requires the Department of State, as well as other agencies of the U.S. Government, to make compensatory payment to employees or their beneficiaries for job-related illness, injury, or death.

## **5700 Diplomatic Security**

a. The following function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Department's Diplomatic Security programs and management or budget resource issues. Funds available and financial plans are shown at the major functional levels, i.e., function codes with parentheses and as such are followed by detail codes, and those without subcodes, e.g., 5701, with titles in capital letters. Obligations, expenditures, and costs are accounted for at the lowest function and object code levels for each major category. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

b. Generally, allotments will be issued by functions at the summary level, or as shown for Function Code 5701 above. Accordingly, the Advice of Allotment, Form OF-162AT, informs the posts which functions to use, and the functional coding scheme as shown for other post allotments is not necessary.

## **5701 Security Program Administration and Management (Security Adm/Mgt)**

Covers the costs incurred in the development, administration, management, and execution of the Department's security policies and programs.



## **5702 Security Training Programs (Security Training)**

Covers the costs associated with the operation and administration of security training programs.

## **(5710) Domestic Security Operations (Domestic Security)**

Covers the costs of services and equipment required to provide adequate protection to stateside facilities of the Department.

### **5711 Guards**

### **5712 Perimeter and Internal Security (Perimeter/Int/Secur)**

### **5713 Procedural Security**

### **5714 Investigations and Evaluations (Investigation & Eval)**

### **5715 Security Analysis and Coordination (Security Anal/Coord)**

## **(5720) Prevention Of Espionage (Prevent Espionage)**

Covers the costs of supporting and maintaining programs and activities essential to providing adequate safeguards for sensitive information and equipment.

### **5721 Countermeasures**

### **5722 Collection and Analysis of Technical Data and Materials (Tech Analysis Data/M)**

### **5723 Plain Text Processing Equipment (PTPE)**

### **5724 Information Systems Security (Info System Security)**

### **5725 Counterintelligence**

### **5726 Secure Conference Rooms (Secure Conf Rooms)**

### **5727 Transit Security**



## **(5730) Prevention Of Espionage (Prevent Espionage)**

Covers the costs of supporting and maintaining programs and activities required to provide adequate safeguards against compromise for sensitive information and equipment.

### **5731 Courier Accompanied Pouch (Courier/Accomp/Pouch)**

Covers the costs of freight, excess baggage and handling costs for courier accompanied pouches, and travel and overtime costs of professional and nonprofessional couriers. Also includes routine administrative operating costs necessary to support management of the program.

### **5732 Marine Security Guard Support (Marine Guard Support)**

Covers the costs of Marine security guard travel and rotation, allowances, housing, and other support costs.

### **5733 Seabee Augmentation**

Covers personnel augmentation, special assignment of Seabee personnel in connection with work in designated areas, including all support costs of Seabees such as base pay, education allowance for dependents, retirement contributions, and travel.

## **(5740) VIP Protection**

Covers all costs associated with providing protection to senior U.S. officials and to foreign dignitaries visiting the U.S. Also includes protection of foreign missions in the U.S. and their resident personnel.

### **5741 Secretary of State**

### **5742 Designated U.S. Officials (Desig U.S. Officials)**

### **5743 Visiting Foreign Dignitaries (Visit Frgn Dignitary)**

### **5744 Resident Foreign Dignitaries (Resid Frgn Dignitary)**

### **5745 Foreign Missions and Officials (PFMO)**



## **(5750) Security Vehicles**

Covers costs of procurement, modification, operation, and maintenance of vehicles used in support of the security programs.

**5751 Fully Armored Vehicles (Fully Armored Vehs)**

**5752 Light Armoring of Vehicles (Light Armoring Vehs)**

**5753 Other Security Vehicles (Oth Security Vehicle)**

## **(5760) Technical Operations**

Covers costs of acquisition and maintenance of special purpose security equipment.

**5761 Special Protective Equipment (SP Protective Equip)**

**5762 Technical Support Activities (Technical Support)**

## **(5770) FSN Replacement Program (FSN Replacement)**

Covers the costs incurred in the replacement of foreign national employees with security cleared U.S. employees at designated posts abroad, NOC.

## **(5780) Counter-Terrorism R & D (Counter-Terrorism RD)**

Covers the costs incurred in the development and acquisition of counter-terrorism techniques and equipment.

## **(5810) Support Of Overseas Security Operations (Support O/S Security)**

Covers the support of security operations including costs of travel, supplies, special materials, equipment, allowances, and contractual services abroad.

**5811 Security Coordinator Operations (SCO)**

**5812 Regional Security Operations (RSO)**

**5813 Security Engineering Operations (SEO)**



**5814 Domestic Support of Overseas Operations (Dept Support O/S Opr)**

**(5820) Overseas Local Guard Program (O/S LGP)**

All direct costs for the worldwide Overseas Local Guard Program will be obligated and expended against the appropriate subfunctions listed below. This includes pay and allowances for FSN employees who are full time guards or guard supervisors, all types of contractual guard services, equipment, supplies and materials, travel, and other expenses dedicated to the Overseas Local Guard Program (O/S LGP). Only subobject codes 1100 thru 1300 applicable to FSNs, 2159, 2554, 2556, 2557, 2589, 2595, 2662, 3114 thru 3119, 3172 and 3173, as defined in 4 FAH-1 H-600, are authorized for use under Function 5820 and subfunctions 5821, 5822, 5823, 5824, and 5825.

**5821 Security Guard Services for Residences (Security Guard Resid)**

Cover the costs of security guards for all residences, including the ambassador's residence and deputy chief of mission's residence.

**5822 Security Guard Services for Non-Residential Buildings (Security Guard N-Res)**

Covers the costs of security guards for the chancery, office buildings, warehouses, and other type buildings, as required.

**5823 Patrol Security Guard Services (Patrol Secr Guards)**

Covers the costs of roving patrol security guard services for chancery, residences, and other mission buildings and facilities.

**5824 Bodyguards/Armed Escorts for Mission Personnel and Guests (Bodyguards Mission)**

Covers the costs of bodyguards for the ambassador, deputy chief of mission, and other personnel, as required.

**5825 All Other Local Guard Service (Other LGD Service)**

**5826 Non-Residential Local Guard Services (A) (ICASS)**

**5827 Non-Residential Local Guard Services—  
Supplemental (State) (A) (ICASS)**



## **(5830) Physical Security, Nonresidential (Physical Secur Nresid)**

Covers all costs associated with providing physical security to nonresidential buildings abroad.

- 5831 Perimeter and Internal Security (Per/Int Security NR)**
- 5832 Maintenance and Repair of Equipment (Equipment M&R)**
- 5833 Other Nonresidential Security, NOC (Oth Nonresid Secur)**

## **(5840) PHYSICAL SECURITY, RESIDENTIAL (PHYSICAL SECR RESID)**

- 5841 Perimeter and Internal Security (Per/Int Secur Resid)**
- 5842 Overseas Schools**
- 5843 Maintenance and Repair of Security Equipment (Security Equip M&R)**
- 5844 Other Residential Security, NOC (Oth Resid Security)**

## **(5850) Construction Security (Construction Secur)**

Covers the security costs incurred in ensuring freedom from compromise for State Department construction projects.

- 5851 Construction Security Personnel (Const Security Pers)**
- 5852 Technical Equipment**
- 5853 Other Construction Security, NOC (Oth Const Security)**
- 5880 Security Services (A) (ICASS)**
- (5890) Security Costs NOC**



**NOTE:** Former Security Codes in the 5400 series are discontinued. These codes will be reassigned for other function requirements.



## **4 FAH-1 H-526 6000 ADMINISTRATIVE, FINANCIAL AND PERSONNEL MANAGEMENT, AND RELATED ACTIVITIES (ADMIN/FIN/PER/MGT)**

*(TL:FMH-16; 04-30-2000)*

Administrative, financial, and personnel management activities, and related services for operations domestically and abroad.

### **6100 Administrative Management Services (Admin/Mgt Services) (A,B,C)**

Covers the full range of administrative services and support of operations domestically and abroad, including information management, travel, procurement, property management, office space, equipment and furnishings, parking, and other general services. Includes development of policies, plans, and procedures for specifically assigned programs and responsibilities. See codes 1710, 1720, and 1730 for broad program direction, management planning, and management operations.

### **6105 White House Travel And Support (White House Travel)**

Covers activities and costs for travel and other support for White House visits.

### **6110 Foreign Affairs Information Management (Foreign Affairs Info)**

Includes the planning, administration, management, and coordination of Foreign Affairs information, data, uniform documents, and forms; procedures, regulations, and directives; information handling and paperwork.

### **6120 Language Services (A, B, C)**

Includes interpreting, translating, and other language services, and conference reporting.

### **6130 General Services (A, B, C)**

Includes general services and support to the Department and affiliated agencies; space management, building services, and transportation services, maintenance and labor services; technical, photographic; and special equipment and operation services.



**6131 Vehicle Operations Indirect—Pooled (Veh Oper Indr—Pooled) (A)**

Includes dispatching, driving related to the performance of housekeeping services, garaging, maintenance, and related records and reports, which benefit all agencies serviced at post.

**6132 Vehicle Maintenance—(Vehicle Maint) (A) (ICASS)**

Includes maintenance, repair, servicing, and related records and reports.

**6133 Administrative Supply (Admin Supply) (A) (ICASS)**

Includes requisitioning, stock, and inventories of expendable and nonexpendable administrative supplies and equipment, and warehousing.

**6134 Procurement (A) (ICASS)**

Includes purchase order preparation, market survey, and contracting.

**6135 Reproduction (A) (ICASS)**

Includes operation of central reproduction facilities.

**6136 Shipment And Customs (A) (ICASS)**

Includes packing and crating, forwarding, customs clearance (including negotiations with host government officials) for incoming and outgoing official supplies, equipment, personal effects, and privately-owned vehicles.

**6137 Building Operations—Office (Building Oper-Office) (A)**

**6138 Building Operations—Residential (Building Oper-Resid) (A)**

**6139 Vehicle Operations Direct—Pooled (Veh Oper Dir-Pooled) (A) (ICASS)**

a. Includes dispatching, driving personnel or transporting materials, garaging, maintenance, and related records and reports which can be clearly identified with specific agencies.

b. Includes leasing of residential, office, and other functional properties.



## **6140 Supply, Transportation And Procurement (Supply/Transp/Procur)**

Includes services, policies and regulations for supply, property and vehicle programs, travel and transportation management, and procurement management.

### **6143 Non-Expendable Property Management (A) (ICASS)**

### **6145 General Services-ICASS Lite (A–ICASS only)**

### **6148 Leasing Services (A) (ICASS)**

### **6150 Management Services (A) (ICASS)**

This function is, generally, concerned with the overall direction of the activities of the ICASS staff; it is, normally, limited to the administrative officer or deputy administrative officer and immediate staff.

### **6160 ICASS Washington-held Funds (A) (ICASS)**

ICASS obligations or liquidations for Washington, DC-held ICASS allotments used by the ISC, regional bureaus, DTSP, and other domestic entities. Excludes costs reported under function code 6170 below. (Funds charged against post held ICASS allotments will continue to use cost center codes provided by posts.)

### **6170 ICASS Washington-held Funds— Compensation (A) (ICASS)**

ICASS obligation or liquidations for U.S. salaries, benefits, and post assignment travel (PAT) costs for ICASS United States Department of Health (USDH) employees,

### **6180 Other Operations And Support Activities (Operations/Support)**

### **6181 Allowances**

Includes development, coordination, and publication of policies, regulations, standards, and procedures for the administration of allowances, post differentials, official residence expenses, and emergency evacuation payments to U.S. employees; per diem rates for travel in foreign areas; basic cost-of-living data, and management of the allowances program.



## **6182      Safety Program**

Includes activities and costs for direction of a comprehensive safety, fire prevention, and civil defense program for the Department and a joint program abroad for State USAID, and regulations, standards, and procedures.

## **6183      Schools Abroad**

Includes planning, coordination, and implementation of schools assistance activities for State and USAID abroad.

## **6184      Art-In-Embassies**

Covers the planning and implementation of an international cultural communication program through all forms and all periods of visual art throughout the United States; arranges for art collections, loans, and/or donations.

## **6185      Documentation Classification/Declassification (Classify/Declassify)**

Includes activities and expenses for special classification and declassification projects.

## **6186      International Center Project/Activities (ICP Activities)**

Includes activities and expenses of liaison with GSA, D.C. Government, Washington Technical Institute, and the National Capital Planning Commission; the overall development of the ICP, coordination and assistance, and maintenance of positive fiscal precautionary liquidity and contractual controls.

## **6189      Support Services—NOC (A, B, C)**

Covers special support services, activities, and costs, not otherwise classified.

## **6190      Communications Services And Information Handling (Com/Info Handling) (A, B, C)**

Telecommunications when not part of formal Financial/Information/Personnel Management Systems; telegraphic traffic; file and records center activities; pouching, mail, and messenger service; reception and switchboard services.



## **6191 Telegraphic Traffic (A)**

Includes encrypting and decrypting, processing of incoming and outgoing telegrams, maintenance of chronological files of traffic, and maintenance and operation of communications lines.

## **6192 Pouching (A) (ICASS)**

Includes receipt and distribution of incoming pouches, and preparation and forwarding of outgoing pouches, both classified and unclassified.

## **6193 Files And Records (A)**

Includes all records filed with the exception of chronological files of incoming and outgoing telegrams.

## **6194 Mail And Messenger Service (Mail/Messenger/Serv) (A) (ICASS)**

Includes pouch transport, mail sorting, routing, and delivery. Also includes unclassified telegraphic traffic processed by FSN employees.

## **6195 Reception And Switchboard Services (Reception/Switchb'd) (A) (ICASS)**

Includes central receptionists, telephone switchboard operations, servicing of telephone instruments connected to central switchboards, and secretarial systems.

## **6196 Information Management-ICASS Lite (A – ICASS only)**

## **6197 Diplomatic Telecommunications Service—Program Office (A) (ICASS)**

## **6200 FINANCIAL MANAGEMENT SERVICES (FIN/MGT/SERVICES) (A, B, C)**

Covers the full range of financial management services and support of operations domestically and abroad, including budget estimates, financial plans, and budget execution; budget and financial systems; and financial operations. See codes 1810, 1820, and 1830 for broad financial management program direction, policy formulation, budgeting, and systems development.



## **6210 Budget Planning, Presentation And Execution (Budgeting) (A, B, C)**

Planning, administration, management, and preparation of budget estimates and financial plans, and budget execution for Departmental offices and posts abroad and activities.

## **6211 Budgeting and Financial Planning (Budgeting/Fin Plan) (A) (ICASS)**

Includes preparation of budgets, financial plans, and other related budgetary processes.

## **6220 Financial Operations (A,B,C)**

a. Includes the planning, administration, management, and conduct of the day-to-day accounting and fiscal operations.

b. Covers the allotment, general ledger, and other accounting services; analysis and review of accounting operations, data and reports, and preparation of financial reports for management and external agencies. Processes financial data and documents; controls and accounts for obligations, expenditures, receivables, property, loans, other assets, liabilities, income expenses, and cost accounts.

c. Fiscal activities include voucher processing and examination, claims, payrolling, disbursing, cashier operations, and other related fiscal services.

## **6221 Accounts and Records (A) (ICASS)**

Includes allotment accounts, ledgers, and obligation reports.

## **6222 Payrolling (A) (ICASS)**

Includes maintenance of pay cards, computation of salaries and allowances, and pay check issuance.

## **6223 Vouchering (A) (ICASS)**

Includes voucher preparation, certification, assistance in travel vouchering, and audit.



**6224      Cashier and Disbursing Operations  
(Cashier/Disbursing) (A) (ICASS)**

Includes check issuances in voucher payment, accommodation exchange, petty cash disbursing, and related reports.

**6225      Financial Management Services-ICASS Lite (A –  
ICASS only)**

**6230      Accounting And Financial Management  
Policy (Acctg&Fin Mgt Policy)**

Includes the design, development, update, documentation and maintenance of accounting and financial management policy, *Financial Management* volume of *Foreign Affairs Manual* (4 FAM), the Department's Account Structure, and system manuals for serviced agencies; approval of financial management systems and related procedures and systems requirements; and focal point for liaison with GAO and coordination of GAO surveys, investigations, and studies involving the Department of State.

**6240      Financial Management Systems  
Development, Maintenance, Field Installation  
And Support (FMS Devel/Maint/Insl)**

Includes the development, maintenance, installation, and support of FMS at posts abroad and CFMS; integration or coordination of the Department's worldwide financial automated data subsystems.

**6250      Financial Planning, Analysis And Evaluation  
(Fin/Plan/Anal/Eval)**

Includes assessment and evaluation of financial management functions throughout the Department; corrective action plans and the strategic financial management plan; development of policies, plans, guidelines, and programs to carry out the Federal Managers' Financial Integrity Act and related guidance published by GAO and OMB, to improve management and internal control systems within the Department.

**(6260)   Financial Service Center (FSC) Operations**

The following function codes, titles, and definitions are to be used for the Financial Service Center operations only.



## **6261      Disbursing**

FSC services include scheduling, processing, and printing checks; electronic funds transfers; FEDLINE and ACH processing; checklist matching; running splitter and proof lists; obtaining check stock; emergency payment procedures; accountability and reconciliation with Treasury; U.S. Disbursing Office (USDO) bank account reconciliations; foreign currency procurement; filing; and disbursing reports.

## **6262      Cashier Monitoring**

FSC services include training and designating CLASS B cashiers and their alternates; issuing cashier advances; authorizing increases or decreases to cashiers; setting daily exchange rate; reviewing cashier transactions, verification reports and checklists; scheduling, processing, and distributing cashier reports; handling fiscal irregularities; and processing losses and debit vouchers.

## **6263      Accounting**

FSC services include scheduling and processing allotment accounting transactions; monitoring and oversight of assigned accounts; performing audits, verifications, analyses, and reconciliations of accounts, financial transactions, reports, and system controls; processing and distributing reports; providing expert accounting and financial management advice, assistance, and training to posts and agencies; scheduling and processing incoming voucher transactions; performing audits, verifications, analyses on incoming vouchers; and processing 477 and/or 166 batch transactions.

## **6264      U.S. Government Payroll**

FSC services include maintaining pay and leave records; computation of salaries and allowances; assigning accounting distribution codes; examining and verifying the accuracy of various reports, lists, and calculations; posting entries or adjustments to U.S. Government pay accounts; editing and submitting time and attendance and individual changes to pay reports for U.S. Government employees; updating allotments, family status, location, and allowance segments through CAPPS; responding to queries from serviced posts and agencies; providing expert advice on U.S. pay matters; and acting as a liaison between post and CAPD at headquarters.

## **6265      FSN Payroll**

FSC services include maintaining pay and leave records; computation of salaries, allowances, and benefits; assigning accounting distribution codes; examining and verifying the accuracy of various reports, lists, and calculations; posting entries or adjustments to FSN pay accounts; editing and submitting time and attendance and individual changes to pay records



for FSN employees; updating of allotments, family status, location, and allowance segments; responding to queries from posts and agencies; providing expert advice on FSN pay matters; assuring proper salary payment for Rockefeller Amendment employees paid through the FSN pay systems; ensuring proper processing (including system program changes) to initiate or change local compensation plans as a result of host country labor law changes, currency and economic fluctuations or pay surveys.

## **6266 FSC Overhead Costs**

Covers FSC administrative overhead required to maintain the four functional areas including: Disbursing, Accounting, U.S. Government Payrol, and FSN Payroll. Includes building operating expenses, security, telephones, personnel administration, information systems security, computer software and hardware purchases, computer and office machine maintenance and repair, purchases of miscellaneous supplies and services, director and general administrative staff costs, and any other required budget item which is general in nature and procured for the combined benefit of all four functional areas to allow each to complete its required tasking. These costs will be distributed to the other four functional areas based on the percentage of the budget directly charged to each area. Any costs which can be charged directly and solely to one of the four functional areas should be charged to that functional area and not to FSC Overhead Costs.

## **(6300) PERSONNEL MANAGEMENT/SERVICES— (PER MGT/SERVICES)**

The following function codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for the Department's Personnel programs and management or budget resource issues. Funds available and financial plans should be summarized and presented at the summary levels, i.e., function codes with parentheses ( ). Obligations, expenditures, and costs are accounted for at the detail function and object code levels. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

## **DEPARTMENTAL (6301 - 6435)**

### **(6301) Personnel Management**

Personnel Management covers the overall planning, coordination, management, and policy direction of personnel programs, function, and activities for Department of State Offices and Posts; development and implementation of personnel policy, regulations, and procedures; advice and assistance regarding personnel management laws, rules, and



regulations; advice and assistance on motivation, leadership, and utilization of employees both as individuals and as members of working groups in accomplishing the mission(s) of the bureau or office; performance evaluation, merit promotion, and retirement.

**6302      Administrative, Secretarial and Clerical  
(Admin/Sec/Clerical)**

Includes work performed in support of 6301.

**(6305)    Public Media**

**6306      Public Media Management and Policy Direction  
(Public Media Mgt/Pol)**

Plans the coordination and policy direction of relations and contacts with public media.

**6307      Public Media Operations (Public Media Oper)**

Covers the development and implementation, of programs, policies, regulations, and procedures in order to maintain contact with public media, develop responses to administrative inquiries, and produce various Department of State publications for in-house circulation.

**6308      Administrative, Secretarial and Clerical  
(Admin/Spec/Clerical)**

Includes work performed in the support of 6305—6307.

**(6310)    Foreign Service Careers (FS Careers)**

**6311      Foreign Service Career Management and Policy  
Direction (FS Career Mgt/Policy)**

Plans the coordination and policy direction of Foreign Service career development and assignment programs.

**6312      Foreign Service Career Development and  
Counseling (FS Career Develop)**

Covers the development and implementation of programs, policies, regulations, and procedures in order to provide career development and counseling services to Foreign Service employees.

**6313      Foreign Service Assignments (FS Assignments)**

Covers the development and implementation of programs, policies,



regulations, and procedures for making Foreign Service assignments. Includes making assignments, arranging travel, training and consultations, and other related administrative matters. Also includes liaison with regional and functional bureaus.

**6314 Foreign Service Training and Liaison (FS Training/Liaison)**

Includes the development and implementation of programs, policies, regulations, and procedures for training and intergovernmental assignments.

**6315 Presidential Appointments (Presidential Appts)**

Covers the development and implementation of programs, policies, regulations, and procedures in order to handle various formalities and issues associated with commissioning and ranking of Foreign Service officers and presidential appointments.

**6316 Administrative, Secretarial and Clerical (Admin/Sec/Clerical)**

Includes work performed in support of 6310—6315.

**(6320) Performance Evaluation (Performan Evaluation)**

**6321 Performance Evaluation Management and Policy Direction (Perf Eval Mgt/Policy)**

Plans the coordination and policy direction of the Department's performance evaluation policies and systems.

**6322 Performance Evaluation Operations (Perf Eval Operations)**

Includes the development and implementation of programs, policies, regulations, and procedures for measuring performance and recording performance evaluations of Foreign Service and Civil Service employees; for the Foreign Service promotion and selection out processes; for awards; for tenure review; and related issues.

**6323 Administrative, Secretarial and Clerical (Admin/Sec/Clerical)**

Includes the work performed in support of 6320—6322.

**(6330) Foreign Service Grievances (FS Grievances)**



**6331      Grievance Management and Policy Direction  
(Grievance Mgt/Policy)**

Plans the coordination and policy direction of the Foreign Service grievance system.

**6332      Grievance Operations**

Includes the development and implementation of policies, programs, regulations, and procedures for investigating, reviewing, and preparing recommendations on Foreign Service employee grievances.

**6333      Administrative, Secretarial and Clerical  
(Admin/Sec/Clerical)**

Includes the work performed in support of 6330—6332.

**(6340) Special Programs**

**6341      Special Programs Management and Policy  
Direction (Sp Prog Mgt/Policy)**

Plans the coordination and policy direction of the Department's Handicapped, Federal Equal Opportunity Recruitment, EEO, and other related programs.

**6342      Special Program Operation (Sp Prog Operations)**

Covers the development and implementation of programs, policies, regulations, and procedures for the Department's Handicapped, Federal Equal Opportunity Recruitment, and EEO programs; and related issues.

**6343      Administrative, Secretarial and Clerical  
(Admin/Sec/Clerical)**

Covers the work performed in support of 6340—6342.

**(6350) Civil Service Careers (CS Careers)**

**6351      Civil Service Career Management and Policy  
Direction (CS Career Mgt/Policy)**

Plans the coordination and policy direction of Civil Service career development and assignment policies and programs.



## **6352 Civil Service Personnel Management (CS Personnel Mgt)**

Covers the development and implementation of programs, policies, regulations, and procedures for Civil Service assignments, interagency assignments, regulatory and legal review of personnel actions, counseling, and training.

## **6353 Employee Relations**

Covers the development and implementation of programs, policies, regulations, and procedures for Civil Service standards of conduct, grievances, adverse actions, appeals, reductions-in-force, disciplinary actions, and related issues.

## **6354 Merit Promotion**

Covers the development and implementation of programs, policies, regulations, and procedures for the Department's Civil Service Merit Promotion program.

## **6355 Senior Executive Service and Merit Pay (SE Service/MPay)**

Covers the development and implementation of programs, policies, regulations, and procedures for the Senior Executive Service and Merit Pay program.

## **6356 Administrative, Secretarial and Clerical (Admin/Sec/Clerical)**

Covers the work performed in support of 6350—6355.

## **(6360) Positions And Pay**

### **6361 Position and Pay Management and Policy Direction (Position/Pay/Mgt/Pol)**

Plans coordination and policy direction of the Department's position classification and salary administration program for the U.S. Foreign Service and Civil Service positions.

### **6362 Classification Standards and Procedures (Classif Stds/Proced)**

Covers the development and implementation of policies, programs, regulations, and procedures for the management of the U.S. Foreign Service and Civil Service positions, position classification, and pay.



Includes writing, reviewing, and classification of position descriptions.

**6363      Position Management, Allocation, and Control  
(Position Mgt/Alloc)**

Covers the development and implementation of policies, programs, regulations, and procedures for the management, allocation, and control of Civil Service, Foreign Service, foreign national, and personal services contractor positions.

**6364      Administrative Secretarial and Clerical  
(Admin/Sec/Clerical)**

Includes the work performed in support of 6360—6364.

**(6370) Career Mobility**

**6371      Career Mobility Management and Policy Direction  
(Career Mobility Mgt.)**

Plans coordination and policy direction of the Career Mobility program for Foreign and Civil Services.

**6372      Career Mobility Operations (Career Mobility Opr)**

Covers the development and implementation of policies, programs, regulations, and procedures for Career Mobility Program.

**6373      Administrative, Secretarial and Clerical  
(Admin/Sec/Clerical)**

Includes the work performed in support of 6370—6372.

**(6380) Recruitment And Examination  
(Recruit/Exam)**

**6381      Recruitment and Examination Management and  
Policy Direction (Recruit/Exam/Mgt/Pol)**

Plans the coordination and policy direction of the Department's recruitment, examination, and qualification and merit determination program.

**6382      Recruitment**

Covers the development and implementation of recruitment policies, programs, regulations, and procedure for career U.S. Foreign Service and Civil Service employment.



## **6383 Examination**

Covers the development and implementation of policies, programs, regulations, and procedures for the examination of applicants for career U.S. Foreign Service and Civil Service appointments.

## **6384 Qualifications and Merit (Qualification/Merit)**

Covers the development and implementation of policies, programs, regulations, and procedures for determining the relative qualifications and merit of applicants for career U.S. Foreign Service and Civil Service appointments.

## **6385 Administrative, Secretarial and Clerical**

Includes the work performed in support of 6380—6384.

## **(6400) PERSONNEL MANAGEMENT/SERVICES (PER MGT/SERVICES)**

### **(6410) Personnel And Information Management (PER/Info/Mgt)**

#### **6411 Personnel Management and Policy Direction (PER Mgt/Policy)**

Plans the coordination and policy direction of the Department's personnel and personnel related information management programs.

#### **6412 Human Resources Management (Human Resources Mgt)**

Covers the development and implementation of policies, programs, regulations, and procedures for human resources management.

#### **6413 Data Operations**

Covers the development and implementation of policies, programs, procedures, and systems for processing and maintaining personnel data about U.S. Foreign Service and Civil Service employees.

#### **6414 Records Management and Research (Records Mgt/Research)**

Development and implementation of programs and policies.



## **6415 Systems Automation**

Covers the development and implementation of programs, policies, regulations, and procedures for the design, development, documentation, and automation of personnel systems.

## **6416 Administrative, Secretarial and Clerical (Admin/Sec/Clerical)**

Includes the work performed in support of 6410—6415.

## **(6420) Employee Relations**

### **6421 Foreign Service American Employee Relations Management and Policy Direction (FS Amer/Emp/Rel Mgt)**

Plans the coordination and policy direction of Foreign Service employee standards of conduct, retirement, family member employment, Department-wide campaigns, and employee benefits programs.

### **6422 FS Conduct**

Covers the development and implementation of policies, programs, procedures, and regulations for Foreign Service conduct, suitability, and discipline.

### **6423 FS Retirement**

Covers the development and implementation of policies, programs, regulations, and procedures for Foreign Service retirement and other benefits.

### **6424 Employee Programs**

Covers the development and implementation of policies, programs, regulations, and procedures for employee benefits, Department-wide campaigns, and family employment programs.

### **6425 Administrative, Secretarial and Clerical (Admin/Sec/Clerical)**

Includes the work performed in support of 6420—6424.

## **(6430) Foreign Nationals**



**6431 Foreign National Employee Management and Policy Direction (FN Employ/Mgt/Pol)**

Plans the coordination and policy direction of the Department's personnel, position, and pay administration of foreign national employees.

**6432 Pay and Benefits**

Covers the development and implementation of programs, policies, regulations, and procedures for the management of foreign national employee and PSC pay and benefits.

**6433 Position Classification (Position Classif)**

Covers the development and implementation of programs, policies, regulations, and procedures for the foreign national position classification system.

**6434 Personnel Policy**

Covers the development and implementation of programs, policies, regulations, and procedures related to personnel policy and administration of foreign national employees, PSCs, and positions.

**6435 Administrative, Secretarial and Clerical (Admin/Sec/Clerical)**

Includes the work performed in support of 6430—6434.

**ABROAD (6440—6457)**

**(6440) U.S. Personnel Management (U.S. Personnel Mgt) (A)**

**6441 U.S. Employee Personnel Management and Policy Direction at Posts Abroad (U.S. Emp Per Mgt) (A) (ICASS)**

Covers the development and implementation of programs, policies, regulations, and procedures for U.S. employee management and policies at posts abroad.

**6442 U.S. Employee Personnel Operations at Posts (U.S. Emp Per Opr) (A)**

Covers the development and implementation of programs, policies, regulations, and procedures for the management of U.S. employee



personnel operations at posts.

**6443 Community Liaison (A) (ICASS)**

Covers the development and implementation of programs, policies, regulations, and procedures for community liaison and family liaison programs at posts.

**6444 Administrative, Secretarial and Clerical (Admin/Sec/Clerical) (A)**

Includes the work performed in support of 6440—6443.

**6445 Personal Services/Community Liaison-ICASS Lite (A – ICASS only)**

**(6450) Foreign National Personnel Management (FSN Personnel Mgt) (A)**

**6451 Foreign National Employee Personnel Management and Policy Direction at Posts Abroad (FSN Per Mgt/Policy) (A) (ICASS)**

Covers the development and implementation of programs, policies, regulations, and procedures for foreign national employee management and policies at posts abroad.

**6452 Foreign National Recruitment and Employment (FSN Recruit/Employ) (A)**

Covers the development and implementation of programs, policies, regulations, and procedures for recruitment of foreign national employees and PSCs at posts.

**6453 Foreign National Position Classification (FN Position/Classif) (A)**

Covers the development and implementation of programs, policies, regulations, and procedures for classification of foreign national positions at posts.

**6454 Foreign National Employee Pay and Benefits Management (FSN Employee Pay) (A)**

Covers the development and implementation of programs, policies, regulations, and procedures for the provision of foreign national employee benefits, and wage and benefits surveys at posts.



## **6455 Personnel Actions (A)**

Covers the development and implementation of programs, policies, regulations, and procedures for the processing of foreign national personnel actions and maintenance of associated records.

## **6456 Time and Attendance (A)**

Covers the development and implementation of programs, policies, regulations, and procedures for the processing of Time and Attendance (T&A) records for U.S. and foreign national employees and personal services contractors.

## **6457 Administrative, Secretarial and Clerical (Admin/Sec/Clerical) (A)**

Includes the work performed in support of 6450—6456.

## **(6460) Other Personnel Services (Oth Pers Services) (A)**

### **6461 Welfare and Health Services (Welfare/Health Serv) (A)**

Includes diplomatic list matters, post reports and orientation, identity cards and licenses, assistance in traffic violations and accidents, commissary certification, foreign office accreditation, staffing and operation of health room, first aid, immunizations, dispensary, evacuations, and medical reports and analysis.

### **6462 Travel Services (A) (ICASS)**

Includes preparation of travel orders, issuance of GTRs, assistance in arrival and departure, reservations, ticket purchases, hotel accommodations, itineraries, and obtaining foreign visas.

## **(6480) Foreign Service Retirement (FS Retirement)**

### **6481 Payment to FS Retirement and Disability Fund (Pay FS Retire/Disab)**

### **6482 Government Contributions to the Fund (Govt Contributions)**



## **6491 Personnel Salary and Benefits—U.S. (Bulk Obligations)**

Covers the total costs of salaries and benefits for U.S. employees, and established as bulk obligations. The liquidations (accrued expenditures) and obligations for U.S. salaries and benefits, by responsible functions, are computed from Payroll System.

## **6496 Personnel Salary and Benefits-FSN (Bulk Obligations)**

Covers the total costs of salaries and benefits for Foreign Service national (FSN) employees, and established as bulk obligations. The liquidations (accrued expenditures) and obligations for FSN salaries and benefits, by responsible functions, are computed from FSN Payroll System.

## **(6499) Foreign Services Pipeline (FS Pipeline)**

## **6520 Security and Guard Services (Security Services) (A)**

## **6521 Personnel Investigations (Personnel Investigat) (A)**

Includes security orientation, interviews, name-checks, investigations (including police liaison on special cases), and evaluations.

## **6522 Physical Security (A)**

Includes safe combination control, penetration control, and technical surveys. Exception: Services of U.S. security personnel are provided without charge to DAS agencies. U.S. security personnel salaries and related costs are not included in ICASS funding, and this subfunction is no longer shown as a ICASS service. See Function Codes under 5400, SECURITY.

## **6523 Marine Guard Service (A)**

Includes supervision, assignment, and activities of Marine guards. Exception: Services of Marine guards are provided without charge to DAS agencies. Marine guard costs are not included in ICASS funding, and this subfunction is no longer shown as a ICASS service. See Function Code 5453, Marine Security Guard Support.

## **6524 Watch Service (A)**

Includes supervision, assignment, and activities of direct hire FSN employee guards.



## **6600 DIRECT SERVICE (A)**

a. This function may be used in reporting DAS personnel who, by special funding arrangements with a specific agency, will be reimbursed 100 percent for the indefinite duration of that agency's support requirements. The costs of such positions, therefore, cannot be distributed by the standard workload factors, since this would result in duplicate reimbursement by agencies which had not agreed to the arrangement.

b. In some cases, it is proper to include DAS SPECIAL positions in the Direct Services function, but only for the period of the ICASS estimate which covers the special funding arrangement. DAS SPECIAL positions are funded 100% by a specific agency during the first year in which authorized and the second or succeeding year, in order to permit the accumulation of a full year of workload statistics to determine the proper allocation of costs to all DAS agencies. (If detail subfunction breakout, as shown above, is required for "DIRECT SERVICES". Posts should use the applicable subfunction codes with Budget Resource/Project Code "081400".)

## **6800 Other Administrative/ Management Services, Not Otherwise Classified (Admin/Mgt/Serv NOC) (A,B,C)**



## **4 FAH-1 H-527 7000 SECURITY AND MAINTENANCE OF U.S. MISSIONS (ACQ BUILDINGS ABROAD)**

*(TL:FMH-13; 01-30-1999)*

The following function codes are used for classifying fund authorizations, obligations, and expenses under 19X0535 and other authorized Fund Symbols. Allotments may cite summary or consolidated classification numbers (shown below in parentheses), and fund authorizations are recorded in the System at this level. Detailed function codes are used in classifying and reporting obligations, liquidations, and costs. Function title abbreviations, limited to 20 positions to save space, are shown in parentheses after the full title if that title exceeds 20 positions. These are used as prescribed for certain financial reports.

### **(7100) CAPITAL PROGRAM**

Covers the costs of design, engineering, development, program management, acquisition, and construction of U.S. Government real property abroad and related facilities.

#### **7110 Site Acquisition**

Covers the purchase or lease of real property, including related costs for notary, legal services, appraisal, translating, civil engineering, photography, sub-soil investigations, boundary and topographic surveys, transfers, registry and taxes, and assessments accrued at time of acquisition.

#### **7111 Design/Development**

Covers the master planning, concept design, drawings, specifications, analyses, estimating, and related engineering work, models or renderings, schematics, soils tests, borings, quantity surveys, translating, blueprinting, reproduction of plans, packing, shipping, and mailing. In addition to design of the basic building, this category also includes design work related to, public access control (PAC) and other security requirements, post communications centers (PCC), classified information handling system (CIHS), furniture and furnishings, and special construction to be performed by the principal A&E firm and subcontractors.

#### **7112 Construction**

a. Covers the costs for project construction. Excludes Construction Phase Services (See Construction Management below). Construction costs will be into two principal categories: Regular and Special.



b. Regular Construction encompasses the general construction work done by contract, plus U.S. Government-furnished materials and equipment.

c. Special Construction includes cost for RF shielding, usually of 40 percent of the building's net square footage, and for treated conference rooms.

### **7115      Communications Equipment (Communications Equip)**

Includes radios; KY 71 cable, installation, and packing; classified information handling system (CIHS); installation of shielded enclosure; and a variety of original and spare pieces of equipment.

### **7116      Security Equipment**

Includes technical security equipment, transportation, and installation for items such as intrusion detection systems, access denial and control systems, contraband inspection equipment, and destruct devices. Also includes design costs related specifically to this equipment.

### **7123      Construction Management (Construction Manage)**

This code was superseded by 7682 effective October 1, 1993, and is being retained to allow for 7123 deobligations and for any expenditures of 7123 obligations established before FY 1994.

### **7126      Program Management**

This code was superseded by 7685 effective October 1, 1993, and is being retained to allow for 7126 deobligations and for any expenditures of 7126 obligations established before FY 1994.

## **(7130)   Initial Furnishings For FBO Constructed Property (Init Furn FBO Const)**

### **7131      Initial Furnishings, Office (Init Furn Office)**

Covers the costs for initial furnishings and nonfixed equipment for office buildings. Also includes costs for packing, transportation, temporary storage, installation, and A/FBO authorized repair activities such as recovering, refinishing, and repairing what will be part of the recycled initial furnishings and nonfixed equipment. Excludes:

(1) Design which is covered under 7111;

(2) Carpet and window treatment, which is considered as an integral part of office construction; and



(3) General office equipment—typewriters, personal computers, copy machines, shredders, etc.—which are funded by regional bureaus.

**7132 Initial Furnishings, Residential (Init Furn Residence)**

Costs include initial furnishings and representational items, as well as nonfixed equipment such as household appliances that are not incorporated into a structure. Furniture and furnishings for new positions will be provided by the regional bureaus.

**7199 Capital Program, CFMS Conversion Only**

**ONGOING PROGRAMS**

**(7300) CONSTRUCTION SECURITY PROGRAM**

Covers costs for the protection of the construction site, the construction materials, and the construction documents including operations of the Site Security Manager, locally hired guards for construction sites, construction surveillance technicians, and related activities.

**7301 Construction Security Site Operations**

**7302 Cleared American Guards**

**7303 Construction Surveillance Technicians**

**7304 Other Construction Security Program Expenses**

**7309 Staff Salaries and Support Costs**

**(7340) Safety and Fire Program**

Cover costs of Safety/Health and Environmental Management (SHEM) activities. Also included are the costs of fire inspections, risk analysis, education and training, fire investigations, and the maintenance and installation of alarm and suppression systems.

**7341 Fire Prevention (Effective 10/1/96)**

**7342 Engineering and Investigations (Eng & Investig)**

**7343 Maintenance and Repair of Fire Systems Equipment (Effective 10/1/96)**

**7344 Fire Systems Projects (Fire Systems Prj)**



- 7345 Fire Program Direction and Support (Fire Prog Dir)**
- 7346 Fire/Life Safety Program-Staff Salaries and Support Costs (Effective 10/1/96)**
- 7347 SHEM-Program Costs (Effective 10/1/96)**
- 7349 SHEM-Staff Salaries and Support Costs**
- (7350) Furniture, Furnishings, And Equipment, Principal Officers Residence Program (Resident FF&E)**

Covers the costs of maintenance and replacement of furniture and furnishings, and representational supplies for ambassador's residences, deputy chief of mission residences, and consul general residences, when they serve as principal officer at post. Also includes the costs to inventory and restore high—value antiques and artworks maintained in the Department's facilities abroad.

- 7351 Art-in-Embassy Program Support (Art Program Support)**
- 7353 Chinaware**
- 7354 Glassware**
- 7355 Silverware**
- 7357 Acquisition, Maintenance and Renovation (Acquis Maint & Renov)**
- 7359 Staff Salaries and Support Costs**

**(7400) ACQUISITION OF REAL PROPERTY (PROPERTY ACQUISITION)**

Covers all payments for long-term and short-term leases including lease-purchase agreements and living quarters allowances.

- 7409 Real Estate Division-Staff Salaries and Support Costs**
- 7410 LTL-Residential**
- 7420 LTL-Nonresidential**



- 7430 STL-Residential (Program) (STL-Resident Prog)**
- 7440 STL-Nonresidential (Program) (STL-Nonresident Prog)**
- (7450) Living Quarters Allowances (Living Qtr Allowance)**
- 7451 Living Quarters Allowances—Program/Direct (LQA-Program/Direct)**
- 7452 Living Quarters Allowances—Shared (LQA-Shared)**
- 7460 STL-Residential (STL Resident)**
- 7470 STL-Nonresidential (STL-Nonresident)**
- 7480 Real Property Acquisitions and Disposals-Residential**

Includes costs for acquisitions and disposals (sales) of residential real property. Also included are costs associated with sales, which may include attorney fees, advertisements, appraisal costs, and brokerage fees.

**7490 Real Property Acquisitions and Disposals-Nonresidential**

Includes costs for acquisitions and disposals (sales) of nonresidential real property. The costs associated with sales may include attorney fees, advertisements, appraisal costs, and brokerage fees are also included.

**(7510) Physical Security Upgrade Program (PSUP)**

Covers the costs for the installation, maintenance, and rehabilitation of public access and perimeter controls at U.S. Government-owned and long-term leased facilities.

- 7511 PSUP Physical Security Upgrade Projects (PSUP Projects)**
- 7512 PSUP Program Direction & Support (PSUP Prog Dir)**



**7513 PSUP Security Equipment Maintenance Support  
(PSUP Secur Equipt)**

**7514 MSG Detachments**

Covers the costs for the establishment of MSG detachment offices and living quarters at existing DOS facilities abroad that currently lack such support, including the necessary office relocation costs.

**7515 Upgrade Worldwide Security**

Costs associated with upgrading Compound Access Controls (CACs) to secure chanceries and other U.S. mission compounds and strengthen perimeter security utilizing Forced Entry Ballistic Resistant (FE/BR) assets, anti-ram barriers, pedestrian controls, perimeter walls, and shatter resistant window film.

**(7550) Energy Conservation Program (ECP) (Energy Conservation)**

Covers the costs of Energy Conservation Program and Alternate Energy Systems.

**7551 Engineering Analysis and Design (Engineer Anal&Design)**

**7552 Energy Retrofit Projects (Energy Retrofit)**

**7553 ECP Direction and Support (ECP Direction)**

**7559 Staff Salaries and Support Costs**

**(7560) Power Support Program (PSP) (Power Support Pgm)**

Covers costs to acquire, install, and maintain generators and uninterruptible power supply (UPS) equipment at facilities abroad. Also, includes costs for removal of all electrical transformers that contain polychlorinated biphenyls (PCB).

**7561 Generator Program**

**7562 PCB Abatement Program (PCB Abatement Prog)**

**7563 UPS Program**

**7564 PSP Direction and Support (PSP Direction)**



**7569      Staff Salaries and Support Costs**

**(7570)   Seismic Program**

Covers the costs of structural changes required to decrease earthquake hazard of specified buildings in high—risk areas.

**7571      Assessments/Evaluations-Phase I (Effective 10/1/96)**

**7572      Schematics/Preliminary Costs-Phase II Construction (Effective 10/1/96)**

**7573      Drawings-Phase III**

**7574      Consultants and Other Costs**

**7579      Staff Salaries and Support Costs**

**(7580)   Post Communications Center Renovations Program (PCC Renovations)**

Covers the costs of facilities renovations in support of Post Communications Centers.

**7581      PCC Renovation Projects (PCC Renovations)**

**7582      PCC Program Direction and Support (PCC Prog Dir)**

**7583      Post Telephone Systems**

**(7660)   Facilities Maintenance Assistance (Fac Maint Assist)**

Covers the costs to provide technical assistance and support to posts abroad in maintaining major building systems for U.S. Government-owned and long-term leased facilities, including but not limited to: heating and air conditioning, plumbing, electrical, elevator, and roof systems.

**7661      Program Direction and Support (FMA Proj Dir)**

**7662      Washington Maintenance Assistance Center (WASHMAC)**

**7663      European Maintenance Assistance Center (EURMAC)**



- 7664      Condition Assessment Program (Cond Assess Prog)**
- 7665      Facility Start-up Program (Facility Start-up)**
- 7666      Overseas Facilities Managers (Overseas Fac Manag)**
- 7667      Other Maintenance Assistance Support (Other Maint Assist)**

## **(7670) Asbestos Program**

Program of inspection and survey to determine which A/FBO buildings have friable asbestos materials and what, if any, are the related health hazards; to determine proper methods for dealing with these hazards.

- 7671      Asbestos Abatement Projects (Asbestos Abatement)**
- 7672      Program Direction and Support (Asbestos Prog Dir)**

## **(7680) Program Execution**

Covers the costs for technical support, salaries for the private sector as well as other support costs for staff positions in Project Supervision, Program Management activities, and certain elements of the Building Design Engineering Division including design, architecture, cost, civil, electrical, and mechanical engineering. (Effective 10/1/96)

- 7681      Project Supervision-Staff Salaries and Support Costs**

Covers salaries and related support costs for direct-hire and Washington, DC-hired personal services contractors (PSC) personnel. (Effective 10/1/96)

- 7682      Project Supervision-Functional Project Support**

Covers the costs of the project management staff who supervise general contractors implementing the construction of new embassy facilities abroad, as well as, major rehabilitations, renovations, and repairs to existing embassy facilities. These costs include the contracting of technical services, and all operating expenses for the project site office (including salaries for locally-hired office personnel), and housing for the direct-hire and Washington, DC-hired PSC project management staff. (Effective 10/1/96)



## **7683 Building Design & Engineering**

Covers the salaries and related support costs for direct-hire and PSCs dedicated to providing professional consulting services.

## **7684 Program Management**

Covers the salaries and related support costs for direct-hire and contractual staff dedicated to exercising overall program management responsibility.

## **7685 Private Sector Support**

Covers the costs for Private Sector Support (previously Program Management) which are used to obtain expertise necessary to support facility management activities such as engineering and facility planning services and to acquire specialized services that cannot be performed by A/FBO staff.

## **(7690) Applied Engineering & Technical Transfer (Appl Engr Tech Trans)**

Covers the costs to develop practical and cost effective design and construction solutions to building requirements abroad.

## **(7700) ADMINISTRATION AND PROGRAM SUPPORT (ADMIN PROG SUPPORT)**

Covers Departmental use only unless special instructions are issued to selected posts.

## **7710 Staff Salaries and Administrative Expenses (Staff S&AE)**

## **7711 ADP Operations & Systems Development (ADP OPS & Sys Dev)**

## **7730 Administrative and Related Expenses for Moscow Complex (Moscow Complex Expen)**

## **7740 Art-in-Embassies Program (Art in Embassies)**

Covers obligations and expenditures of an administrative nature.



**7749     Art-in-Embassies Program-Staff Salaries and Support Costs**

**7799     Administrative Expenses, CFMS, Conversion Only**

**(7800) Building Operating Expenses (BOE)**

a. Includes S & E costs, Regional Bureau 4XXX and 5XXX Allotments, and 19X0538 costs. Currently, these costs are applicable to post expenses under the Buildings Management Information System (BMIS).

b. Costs of utilities, heating fuels, cleaning, janitorial services, gardening, custodial supplies, facilities operation, etc., are classified under the following subfunctions by the appropriate subobject codes in 4 FAH-1 H-613 and 4 FAH-1 H-614.

**7810     Government-owned, Residential Real Property (GO Residential BOE) (ICASS)**

**7820     Government-owned, Nonresidential Real Property (GO Nonresidential BOE) (ICASS)**

**7830     Long-term Leased, Residential Real Property (LTL Residential BOE)**

**7840     Long-term Leased, Nonresidential Real Property (LTL Nonresidential BOE)**

**7850     Short-term Leased, Residential Real Property (STL Residential BOE) (ICASS)**

**7860     Short-term Leased, Nonresidential Real Property (STL Nonresidential BOE) (ICASS)**

Guard services are shown under separate function codes.

**7870     Resident Guard Services for GO/LTL Real Property (Guard Service GO/LTL) (Discontinued)**



## **7880 Guard Services for Other (Guard Services Other) (Discontinued)**

The required detail subobject codes for utilities are shown in 4 FAH-1 H-600.

## **(7900) MAINTENANCE OF BUILDINGS PROGRAM (BUILDING MAINTENANCE)**

Costs for the continuing maintenance, repair and rehabilitation, and minor improvement of the U.S. Government-owned and long-term leased facilities worldwide.

### **7901 Post Routine Maintenance and Repair (Post Routine M&R)**

### **7902 Special Maintenance and Improvement Projects**

Includes major and technical repairs of items such as facades, boilers, air conditioning equipment, elevators, water pumps, telephone equipment, roofs, and paving; emergency repairs caused by unforeseen events. These costs are for the systematic renovation and replacement of support systems within the inventory of GO and LTS facilities abroad.

This also includes projects which substantially enhance the value of the property and/or change the structural quality of the building in a manner affecting the use of the property. These projects are smaller in scope than major capital rehabilitations. (Effective 10/1/96)

### **7903 Minor Improvement Projects (Minor Improv't Proj)**

This code was superseded by 7902 effective October 1, 1996, and is being retained to allow for 7903 deobligations and for any expenditures of 7903 obligations established before FY 1997.

### **7904 Facility Rehabilitation and Support Systems Replacement Program (Facility Rehabs)**

### **7905 Post Openings**

Covers facility support costs associated with the opening of posts in Eastern Europe, Africa, the Near East, and East Asia.

### **7909 Area Management Division-Staff Salaries and Support Costs**

### **7920 Domestic Facilities—Repair and Renovation**



**7999      Leaseholds and Functional Programs, CFMS  
Conversion Only**



## **4 FAH-1 H-528 8000 OFFICE AND HOUSING FACILITIES AND OTHER SUPPORT ACTIVITIES (OFFICE/HOUSE/SUPPORT)**

*(TL:FMH-06; 01-31-1997)*

Covers the activities and expenses of the following support functions.

### **8100 POST ASSIGNMENT TRAVEL (POST ASSIGN/TRAVEL) (INTERNATIONAL ASSIGNMENT TRAVEL EXPENSES)**

Covers the type of trip or expense.

### **8150 Post to Post without Home Leave (Post/Post without HL)**

Covers the travel and transportation expenses of employees, their dependents, and their personal effects (household effects, privately-owned vehicle, and unaccompanied baggage) when transferred between duty post assignments abroad without home leave. Includes initial storage of effects and current year storage in lieu of shipment. Also includes long-term training assignments. May include consultation.

### **8151 Post to Post with Home Leave (Post/Post with HL)**

Same as code 8150 above except that it includes home leave. Also includes loose-pack storage.

### **8152 Post to U.S. with Home Leave (Post/U.S. with HL)**

Same as code 8150 except that it covers transfers from an assignment abroad to one in the U.S. and includes home leave.

### **8153 Post to U.S. without Home Leave (Post/U.S. without HL)**

Same as code 8150 except that it covers transfers from an assignment abroad to one in the U.S. without home leave.

### **8154 Separation**

Covers the travel and transportation of employees, their dependents, and their baggage and effects at time of separation due to retirement, resignation, death, missing, dismissal, etc. Includes shipment of remains of deceased employee, but not of deceased dependents.



## **8155 U.S. to Post**

Covers the travel and transportation of employees, their dependents, and their baggage and effects between U.S. assignments and assignments abroad. May include consultation. Includes initial storage and current year storage in lieu of shipment.

## **8156 Initial Appointment to Post from U.S. (1st App Post from US)**

Covers travel and transportation of new employees appointed in the U.S., their dependents, and baggage and effects to duty assignments abroad. Same type of coverage as for function 8155.

## **8157 Initial Appointment to Washington (1st App Washington)**

This code is identical to code 8156 except that the initial assignment is in the Department. Also includes U.S. assignments other than Washington, DC.

## **8158 Initial Appointment Overseas (1st App Overseas)**

This code is identical to code 8156 except that this function is for appointments made abroad (usually clerical personnel recruited from other U.S. agencies).

## **8159 Intra U.S.**

Covers travel and transportation of employees, their dependents, and their baggage and effects between duty assignments within the United States.

## **8160 Round Trip Home Leave (Round Trip HL)**

Covers travel and transportation of employees and their dependents, as well as authorized unaccompanied baggage, for purposes of home leave and return to the same duty station assignment abroad. Includes temporary storage of effects and consultation.

## **8161 Advance Travel of Dependents (Adv Travel Dependent)**

Covers one-way travel and transportation of dependents and their unaccompanied baggage in advance of that of the employee. This identifies such expenses pending the issuance of the travel order for the employee and will be recorded at that time under functions 8150 through 8160 as appropriate.



**8162      Remains of Deceased Dependents  
(Remains/Deceased/Dep)**

Covers all costs of preparation and shipment of remains of deceased dependents as covered by appropriate subobject categories 2214 and 2215.

**8163      Continuous Storage Employee Effects in U.S.  
(Continuous Store/U.S.)**

Covers the continued storage of household effects within the continental limits of the United States in lieu of shipment. Excludes initial storage during the fiscal year of employee transfer. Storage renewals are effective as of July 1 of each fiscal year. (Effective 7/1/66)

**8164      Continuous Storage of Employees Effects Outside  
U.S. (Continuous Store/Out)**

This code is identical to code 8163 except for storage outside the continental limits of the United States. (Effective 7/1/66)

**8166      Despatch Agency Charges (WCF) (Despatch  
Agency WCF)**

Covers the Working Capital Fund charges for despatch agency handling charges in connection with travel from the U.S. to post and from the post to the United States.

**8169      Voluntary Separate Maintenance (Voluntary  
Sep/Maint)**

Covers one-way travel and transportation of dependents and their personal effects to or from a voluntary separate maintenance location. Only applies to travel resulting from a change in election of voluntary separate maintenance allowance, which is allowed once for each family member during a tour. The other portion of the travel of the dependents to or from the separate maintenance location is covered by the assignment order (function codes 8150—8160) under which the employee elects to commence or terminate the separate maintenance status.

**8190      Benefits For Former Employees  
(Benefits/Former Empl)**

**8200      PRINTING & REPRODUCTION, NOT  
OTHERWISE CLASSIFIED (PRINT/REPR-  
NOC)**



- 8300 COMMUNICATIONS, FACILITIES AND  
OTHER RENTS, NOT OTHERWISE  
CLASSIFIED (COM/RENTS-NOC)**
- 8310 Rents**
- 8320 Telephone**
- 8330 Telegrams**
- 8340 Airgrams**
- 8350 Postage, Etc.**
- 8400 OFFICE AND HOUSING RENTS AND  
FACILITIES, NOT OTHERWISE CLASSIFIED  
(RENTS/FACILITIES-NOC)**
- 8410 Utilities**
- 8420 Housing Leases**
- 8430 Office Leases**
- 8480 Official Residence Expense (Official  
Residence)**
- 8500 OTHER SERVICES, NOT OTHERWISE  
CLASSIFIED (OTHER SERVICES-NOC)**
- 8510 Realty Maintenance & Repair (Realty M&R)**
- 8520 Vehicle Maintenance & Repair (Vehicle M&R)**
- 8530 Travel & Transportation Of Persons  
(Travel/Transportation)**
- 8540 Transportation Of Things (Transp/Things)**
- 8550 Supplies, Materials And Equipment  
(Supplies/Matl/Equip)**



<b>8761</b>	<b>Grants, Subsidies &amp; Contributions (Grant/Subsidy/Contr)</b>
<b>8762</b>	<b>Insurance Claims &amp; Indemities</b>
<b>8790</b>	<b>Overhead (A) (ICASS)</b>
<b>8801</b>	<b>Trust Fund: F.S. Retirement &amp; Disability Fund (FS Ret/Disabil/Fund)</b>
<b>8802</b>	<b>Permanent Fund: F.S. Retirement &amp; Disability Fund (FS Ret/Dis/Perm/Fund)</b>
<b>8803</b>	<b>Miscellaneous Trust Fund (Misc Trust Fund)</b>
<b>8804</b>	<b>Gifts And Bequests, UNESCO (Gift/Bequest/UNESCO)</b>
<b>8805</b>	<b>Proprietary Receipts (150)</b>
<b>8806</b>	<b>Proprietary Receipts (271)</b>
<b>8807</b>	<b>Proprietary Receipts (300)</b>
<b>8808</b>	<b>Proprietary Receipts (400)</b>
<b>8809</b>	<b>Proprietary Receipts (902)</b>
<b>8811</b>	<b>Intrafund Transactions (602) (Intrafund Trans/602)</b>
<b>8812</b>	<b>Intrafund Transactions (153) (Intrafund Trans/153)</b>
<b>8902</b>	<b>Net Financing Adjustment (IBWC—Construction) (NET/FIN/ADJ/IBWC/CON)</b>
<b>8904</b>	<b>Net Financing Adjustment (FBO) (NET/FIN/ADJ/FBO)</b>
<b>8905</b>	<b>Proceeds Of Sale (FBO) (Proceeds Sale/FBO)</b>
<b>8906</b>	<b>Net Financing Adjustment (FBO-FC) (NET/FIN/ADJ/FBO-FC)</b>



## **4 FAH-1 H-529 9000 SPECIAL FUNCTION CLASSIFICATIONS (SPECIAL FUNCTIONS)**

*(TL:FMH-19; 06-04-2001)*

### **9600 SPECIAL FUNCTIONS—ICASS**

#### **(9610) ICASS Administrative Officers and U.S. Secretaries**

**9611 Senior Admin Officer or FSC Director**

**9612 #2 Admin Officer or FSC Management Officer**

**9613 #3 Admin Officer; Consulate Admin Officer; or  
Secretary**

**9614 #4 Admin Officer; Consulate Admin Officer; or  
Secretary**

**9615 #5 Admin Officer; Consulate Admin Officer; or  
Secretary**

**9616 #6 Admin Officer; Consulate Admin Officer; or  
Secretary**

**9617 #7 Admin Officer; Consulate Admin Officer; or  
Secretary**

#### **(9620) ICASS General Service Officers and American Secretaries**

**9621 Senior GSO**

**9622 #2 GSO; Consulate GSO; or GSO Secretary**

**9623 #3 GSO; Consulate GSO; or GSO Secretary**

**9624 #4 GSO; Consulate GSO; or GSO Secretary**

**9625 #5 GSO; Consulate GSO; or GSO Secretary**

**9626 #6 GSO; Consulate GSO; or GSO Secretary**

**9627 #7 GSO; Consulate GSO; or GSO Secretary**



**(9630) ICASS Personnel Officers and U.S. Secretaries**

**9631 Senior Personnel Officer**

**9632 #2 Personnel Officer; or PER Secretary**

**9633 #3 Personnel Officer; or PER Secretary**

**(9640) ICASS B&F Officers**

**9641 Senior B&F Officer or FSC Payroll Chief**

**9642 #2 B&F Officer or FSC Accounting Chief**

**9643 #3 B&F Officer or FSC U.S. Disbursing Officer**

**9644 #4 B&F Officer or FSC Assistant U.S.D.O.**

**(9650) ICASS Dual-Purpose Positions**

**9651 Dual-Purpose Positions such as B&F/PER**

**(9660) ICASS—Other Cost Distribution Pools**

**9661 Wages, Benefits and Allowances**

**9662 Nonresidential FSN/PSC LGP**

**9663 Motor Pool**

**9664 Warehouse**

**9665 BOE Supplies**

**9666 Admin Supplies**

**9667 Telephone**

**9668 General Distribution**

**9669 Security Supplemental Program—LGP Program**

**(9670) Special Function Codes**

**9671 ICASS Collections**



- 9672      Pesonal Use of Government Property**
- 9673      Capital Asset Acquisition**
- (9680) ICASS Medical and Information Management Officers**
- 9681      Senior Medical Officer**
- 9682      #2 Medical Officer**
- 9683      #3 Medical Officer**
- 9684      #4 Medical Officer**
- 9685      Senior Information Management Officer or FSC Systems Manager**
- 9686      #2 Information Management Officer or FSC Regional Information Systems Officer**
- 9687      #3 Information Management Officer or FSC Information Systems Officer**
- 9700      SPECIAL PURPOSE FUNCTIONS/PROJECTS (SP FUNCTION/PROJECT)**

Covers U.S. expenses for the following special purpose functions and projects.

- 9701      Nicaraguan Human Rights (NU Human Rights)**
- 9702      Central America Security (C Amer. Security)**
- 9711      Purchasing Support For ACDA (Purchasing ACDA)**

Covers the costs of ACDA purchases through Department of State.

- 9721      Protection Of Foreign Interests**

Covers U.S. operating expenses and other transactions for the U.S. Government to serve as protecting power for a country's interest in another country (e.g. to protect Canadian interests in Nigeria—1997).

- 9800      NET CHANGE IN UNOBLIGATED BALANCES (NET CHANGE UNOBL BAL)**



- 9810    Refund**
- 9820    Repayment**
- 9830    Interest Payment**
- 9840    Proceeds Of Sale**
- 9850    Lapses**
- 9855    Net Change in Unobligated Balances (Net Change Unobl Bal)**
- 9900    SPECIAL FUNCTION CLASSIFICATIONS,  
          NOT OTHERWISE CLASSIFIED (SPECIAL  
          FUNCTION-NOC)**

The following function and activity codes, titles, and definitions are used to classify, control, and account for funds available, obligations, expenditures, and costs for certain Department special programs and management or budget resource issues. These program or function classifications are required, along with the related object codes and responsible organization codes, for all allottees who are responsible for such expenses. Funds available may be shown at the major functional levels, i.e., function codes with parentheses. Obligations, expenditures, and costs are accounted for at the lowest function and object code levels.

- 9901    Emergency Supplemental (A, B, C)**
- 9902    Local Guard Vehicle Inspections (A—ICASS)**
- 9903    Local Guard Vehicle/Equipment (A—ICASS)**
- 9904    Local Guard Perimeter Security (A—ICASS)**
- 9905    Other Local Guard Position (A—ICASS only)**
- 9906    Residential Window Treatments (A, B, C)**
- 9907    Security Technology Operations—Seabees (A, B, C)**
- 9908    Security Technology Operations—SEOS (A, B, C)**
- 9909    Support for Threatened Embassies (A, B, C)**
- 9910    Perimeter and Internal Security (A,B, C)**



- 9911 Maintenance and Repair of Equipment (A, B, C)**
- 9912 *Surveillance Detection***
- 9913 *Radio and Telephones***
- 9952 The Chile Resolution Dispute (Chile Resol/Dispute)**
- 9961 Emergency Evacuation**
- 9962 Repatriation Loans**
- 9963 Other Emergency Exp.**
- 9964 Emergency Medical Payroll Advances—FSNs**

**(9970) Anti-Terrorism Assistance Program**

Covers the administrative and program expenses for the following functions.

- 9971 Executive Seminar Expenses**
- 9972 Program Design and Development**
- 9973 Training, Evaluations and Other Related Activities**
- 9974 Equipment Grants**
- 9975 Program Management**
- (9980) Conditional Gift Fund (19X8822) Expenses  
(Cond Gift Fund Exp)**
- 9981 Aspen Program**
- 9982 Trailer Program**
- 9983 Una Chapman Cox Outreach Fund (Una Chapman  
Cox Fund)**
- 9984 Other**
- 9991 Iran-U.S. Claims Tribunal (Iran-U.S. Claims Trib)  
(Discontinued)**

Covers U.S. operating expenses and contributions for the Iran-U.S.



Claims Tribunal.

**9992      Emergency Communications (Emerg  
Communications)**

**9993      U.S./U.K. Aviation Arbitration (US/UK Aviation  
Arbit)**

Covers U.S. operating expenses and contributions.

**9994      U.S./U.K. Aviation Arbitration-Private Source of  
Funds (US/UK Avia Arbit-PVS)**

Covers Expenditures from private source of funds, e.g., TWA, PAN AM.

**9995      Study Commission on Alternatives to Panama  
Canal (Study Com Alt PCanal)**

Covers U.S. expenses of this Study Commission.

**9996      U.S.-Canada Boundary Adjudication Project (U.S.-  
Canada Bdy Proj) (Discontinued)**

Covers expenses incurred on behalf of this project.

**9997      Conference on Security and Disarmament in  
Europe (CDE)**

Covers expenses for conference on confidence and security building measures and disarmament in Europe.

**9999      Control Record**